

# **SECTION III • REGULATIONS**

## MEMBERSHIP

Qualifications, application procedures, and fees for membership categories (specified in Article 5 (page 28), Article 6 (page 32-33) and Regulation 15, (pages 84-88) shall be as follows:

- A Association membership:** Associations and their membership are governed by Article 6. There shall be no dues or fixed term of membership for Associations.
- 1 Association responsibilities:** Associations shall have specific responsibilities in the collection of dues and fees from members:
- a Collection of dues by Associations:** On or before the 15th day of the month following collection, a transmittal report and USATF's national share of annual dues for each sports organization and individual member shall be submitted to the National Headquarters. The National Headquarters shall submit approved benefits to each member; and
  - b Other claims:** With regard to monies collected by Association members under the paragraph above, unless prior written approval of the National Headquarters is granted, there shall be no offsets, credits, or other deductions taken by such members on claims or credits due or claimed to be due to it. Such claims are to be established by the internal grievance process available under the Bylaws and these Regulations; and
- 2 National Headquarters reports:** The National Headquarters shall prepare and make available to USATF and to each Association membership chair or registrar upon request, quarterly reports which shall list for each Association the number of clubs and individual members. Athlete members shall be categorized by age, sport(s), and affiliation (club or unattached).
- B Sports organizations membership:** These organizations are defined by Article 5-B (page 31) of the Bylaws. Each national organization member shall pay to the National Headquarters annual dues determined by the Board.
- C Other constituencies membership:** These sports organizations are defined by Article 5-C (page 31) of the Bylaws. Each national organization member shall pay dues and fees to the National Headquarters annual dues determined by the Board.
- D Other membership categories:** All other members shall apply and join through procedures, formulated by the national staff and approved by the Board. Terms and dues, including allocations for USATF and its Associations, shall be set by the Board after consultation with the Associations Committee. The allocation of fees shall take into account shares for (1) national membership costs, (2) the location where the membership originated, (3) the entity which processes the membership, and (4) programs in the local Association of the member.
- E Disclosure:** Coaches and others who work with youth athletes may be subject to a compulsory disclosure program approved by the Board.
- F Delinquency:** Any member of USATF pursuant to Articles 5-A, 5-B, and 5-C (page 31) which fails to pay the appropriate fees or dues within the time prescribed shall forfeit the right to representation and to vote, provided thirty (30) days' written notice of intent to take such action has been provided. If such indebtedness is for a period of sixty (60) days or more, membership in USATF shall be terminated. Reapplication after such termination shall be through the provisions of Article 5 (page 31-32), to be concluded prior to the Association or its members receiving voice or vote in the affairs of USATF.

# ATHLETE ELIGIBILITY

## A General:

- 1 **Domestic competition:** To compete in a national, regional, or Association championship, an athlete shall be a USATF member prior to the competition and otherwise eligible to compete pursuant to USATF and IAAF eligibility and competition rules. See USATF Regulation 9 (page 76) and IAAF Rules 53, 55-61 (pages 206-212). In other events conducted by an Association, the Association may require USATF membership; and
- 2 **International eligibility:** To represent the United States in international events, an athlete shall be a member of USATF and otherwise eligible to compete pursuant to USATF and IAAF rules. See USATF Regulation 9 (page 76) and IAAF Rules 53, 55-61 (pages 206-212).

**B Membership:** All athletes competing in events conducted by USATF shall be members of USATF unless provided for otherwise in the Bylaws and Operating Regulations, and shall meet the requirements of Regulation 7 (page 71-72) and applicable IAAF rules in Exhibit N (pages 206-212) to be certified as IAAF eligible.

**C Collegiate and Armed Forces eligibility:** In lieu of membership, the Association membership committee shall accept from a coach or designated official of a recognized educational institution or branch of the Armed Forces certification that the athletes are eligible to compete for the institution or branch under the rules of USATF and the IAAF. This certification shall remain in effect for the full season of the educational institution or branch of the Armed Forces, and 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 3 SELECTION OF TEAM STAFFS

**A Conduct:** Any plan by any committee or council to fill any international team staff position shall be approved by the chair of the High Performance Division before advertising. The plan shall require that all applicants be USATF Members. The distribution of the approved plan shall include a mailing to each Association sport chair for the appropriate sport committee(s) and inclusion 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 the inclusion of women and ethnic and racial minorities.

**C Staff performance:** The National Headquarters 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 an opportunity to respond. Such responses shall be added to their files at the National Headquarters. These records, or a summary of their contents prepared by the National Headquarters, shall be reviewed and taken into consideration by the appropriate committee(s) prior to the recommendation or selection of that 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 recommended by the executive committees of the sports committees or councils having jurisdiction over the disciplines involved to the sports committees or councils for approval. In the event that the applicable sports committees or councils cannot agree, the selection shall be made by the Board. In the event that a coach or manager resigns or is unable to serve prior to the next scheduled meeting of the appropriate sports committee or council, the chair of that body shall appoint a replacement in consultation with his or her executive committee, after giving due regard to the staff performance records on file and the resultant diversity of the staff;

**E Olympic Games, IAAF World Outdoor Championships in Athletics and Pan American Games:** All of the coaching, managerial and other nonmedical and non-media staff for the Olympic Games, IAAF World Outdoor Championships in Athletics, and Pan American Games shall be screened and selected by the Men's or Women's International Staff Selection Subcommittees of the High Performance Division. These subcommittees shall normally be constituted at the USATF annual meeting held in the year of each summer Olympic Games.

- 1 **Men's International Staff Selection Subcommittee:** The Men's International Staff Selection Subcommittee shall consist of the following persons:
  - a The High Performance Division chair, or his or her designee, who shall serve as chair of the subcommittee and who may cast a vote only in the event of a tie;
  - b Eleven (11) representatives of the Men's Track and Field Committee chosen either by election or appointed by the Men's Track and Field chair and approved by the Men's Track and Field Executive Committee, at least seven (7) of whom shall be active coaches;

- d** One (1) representative appointed by the chair of the Race Walking Committee;
    - e** One (1) agent, appointed by the President in consultation 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 Selection Subcommittee: The Women's International Staff Selection Subcommittee shall consist of the following persons:
    - a** The High Performance Division chair, or his or her designee, who shall serve as chair of the subcommittee and who may cast a vote only in the event of a tie;
    - b** Eight (8) representatives of the Women's Track and Field Committee, chosen either by election or appointed by the Women's Track and Field chair and approved by the Women's Track & Field Executive Committee, at least three (3) of whom 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 selection subcommittee meeting, the individual or committee which appointed the individual may appoint a substitute.
  - 4** Replacements: In the event that a coach or manager resigns or is unable to serve before the International Staff Selection Subcommittee can be reconvened, the High Performance chair shall appoint a replacement after consultation with the chairs of the Long Distance Running Division, and the Men's Track and Field, Women's Track and 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.
  - 6** Limitations: The international staff selections shall be subject to the following limitations:
    - a** Committee representation: During each Olympiad, at least one (1) representative from each of the Men's Track & Field, Women's Track & Field, Men's Long Distance Running, Women's Long Distance Running, and Race Walking committees shall be named to 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).
    - b** Lifetime restrictions: An individual may serve only once in his or her lifetime as head Olympic coach and head Olympic manager.
    - c** Qualifications: An individual may not be elected to the position of Head Olympic Coach unless he or she has previously served as head Olympic manager, assistant Olympic coach or manager, or head coach or head manager for an IAAF World Indoor Championship in Athletics, IAAF World Outdoor Championships in Athletics, IAAF World Cup in Athletics, World University Games, or Pan American Games team. An individual may not be elected to the position of Head Olympic Manager unless he or she has previously served as head Olympic Coach, assistant Olympic coach or manager, or head coach or head manager for the IAAF World Indoor Championship in Athletics, IAAF World Outdoor Championships in Athletics, IAAF World Cup in Athletics, Pan American Games or IAAF World Outdoor Championship in Athletics.
- F.** Medical support staff: Medical staff for all international competitions shall be selected by the Sports Medicine & Science Committee, which shall provide a list of appointments to the chair of the appropriate sports committees or councils, the Athletes Advisory Committee, and the National Headquarters 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. 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 USATF President, the High Performance Division chair, and the chair of the Athletes Advisory Committee, or their designees, for final resolution.
- G.** Media support staff: media support staff shall be designated by the National Headquarters.

# CHAMPIONSHIPS

- A General:** The national championships of USATF shall be conducted in open, junior, youth (including Junior Olympics), and masters classes.
- NOTE:** Rules governing age groups, eligibility, entries, protests, and competition are contained within the Rules of Competition.
- B Title:** The titles of all national championships shall be approved by the CEO within 15 days after submission to the National Headquarters. Failure to respond within 15 days shall be considered an approval.
- C Dates:**
- 1 Track & field events: For national championships of the Men's and Women's Track & Field Committees, dates shall be determined by the committee chairs and the National Headquarters;
  - 2 Other national championships: All other sport committees shall determine the dates of their championships after consulting with the National Headquarters; and
  - 3 Changes: No change in the dates shall be allowed once announced unless the announcement of the change can be made at least ninety (90) days before the earlier of (1) the proposed new date and (2) the announced date. Any change of date must be agreed to by the chair of the sport committee, the host Association, and any sponsoring organization(s).
- 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:** Prior to bidding for a national championship event, the following specifications of sport committees shall have been met:
- 1 Youth Athletics: All national Youth and Junior Olympic competition national bids are subject to review by a site evaluation team assigned by the chair. 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 in accordance with USATF Rule 62.3(a), and fully automatic timing;
  - 2 Long Distance Running and Race Walking: All road courses shall have prior certification before a bid will be considered. The certification number provided through the Road Running Technical Council (RRTC) shall be on the bid form; and
  - 3 Men's and Women's Track & Field: In awarding the USA Open 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.
- F Awarding procedure:** National championships of USATF may be conducted by the sport committee concerned, by USATF, or may be awarded to a sponsoring organization in conformity with these Regulations and according to any contractual agreement between such organization and USATF. Awards of championships of USATF should be made at the annual meeting of USATF, when feasible.
- 1 **Distribution of application:** For those championships that will be awarded to a sponsoring organization, an application form shall be prepared and provided by the National Headquarters to any prospective bidder and all Associations. The application form shall include the necessary information to assure the National Headquarters and the sport committee(s) concerned that the championships will be efficiently administered and safe for the competitors. The application form shall further require information (i) as to whether the competition will be staffed by competition officials who are USATF-certified at the level of "national" and/or "master" and (ii) as to 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 to the championship; and what, if any, provision will be made for assisting officials with transportation, food, and /or lodging. This portion of the form shall be shared with the chair of the Officials Committee before consideration of the bid;
  - 2 **Notification of championships available:** By May 1, the National Headquarters shall compile from the sport committees a list of all championships available to be awarded at the meeting and circulate the list to appropriate parties, including the media, and include it in appropriate publications. The awarding procedure set forth in this Regulation shall also be applicable to international team selection events;
  - 3 **Formulation of bid:** Bids shall be formulated at the local Association level. The role of the local Association shall be clearly stated on the application. If an applicant intends to assign part of its responsibilities to another entity, this intention shall be stated in the application. 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 or not they are contingent upon approval of all parties;
  - 4 **Association sign-off:** That part of the application which sets forth the role of the Association 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

- 5 **Submission of bid:** Copies of the completed application shall be returned to the National Headquarters 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. For Youth Athletics, bids must be returned no later than August 30. For race walking, bids are due sixty (60) days prior to the start of the annual meeting;
- 6 **Presentation at meetings:** Presentation by or on behalf of each 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;
- 7 **Award method:** Upon approval of the concerned sport committee(s) after consultation with the National Headquarters, the championship event(s) shall be duly awarded. The award of a championship shall be to USATF, an Association, to a member in good standing of that Association, or to a third party within the geographic area of the Association. The awardee shall assume all financial and operating responsibilities required by the agreements. Joint bids shall not be contingent upon approval of all parties unless specified by the applicant;
- 8 **Unawarded championships:** Championship events which remain unawarded after the annual meeting may be awarded using a process authorized by the particular sport committee in consultation with the National Headquarters;
- 9 **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. An operating addendum shall be part of the championship contract, and shall include a list of the parties responsible for equipment, facilities, personnel, clerical work, and other matters relating to the conduct of the championship not specified in the championship contract, and if the awardee is other than 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 the services and sanctioning the event; and shall be signed by the signatories as the championship contract. Prior to approval by the parties, the CEO of USATF may make such changes in the championship contract and operating addendum as he or she deems necessary for the protection of USATF; and
- 10 **Withdrawal and/or reassignment:** Unless the championship contract and operating addendum have been executed at least one hundred twenty (120) days prior to the championship(s), or as otherwise determined by USATF, the award may be withdrawn upon the request of the appropriate sport committee(s) by the USATF Board. The award of a championship may be canceled by USATF or by a ninety percent (90%) vote of the total membership of the Board, for due cause and, upon reasonable notice, the award may be made to another awardee. If necessary, a championship event may be reassigned to another awardee with approval of the Board and the Association of the new awardee.

#### 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 the radio, television, or motion picture contracts as provided above; and
  - b **Other:** Fixed fees, profit-sharing, or other revenues as designated in the championship contract;
- 3 **Entry fees:** All entry fees and late entry fees shall be retained by the organization which conducts a championship;
- 4 **Reports:** The organization(s) 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 five (5) years thereafter;
- 5 **Prohibited expenses:** Except for those championships which 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 person(s) 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 such event; and
  - b **Equipment:** The expense of purchasing equipment for use in a national championship shall not be charged against the cost of conducting such event unless title to such equipment is placed in the name of USATF and delivery of same is made immediately following the event to USATF; and
- 6 **Defending champion:** If any athlete expense allowance is to be made in any championship of USATF, the defending champion, if in condition, shall receive first consideration.

#### H Selection of Officials: Competition officials shall be selected for national championships as follows:

- 1 USA Open and Junior Track & Field Championships and the Olympic Trials:
  - a Applications: No later than September 15 of each year, application forms shall be mailed to every competition official certified at the national or masters level. The application form shall apply to the USA Open Indoor and Outdoor Track & Field Championships and the USA Junior Outdoor Track & Field Championships. Every official to be invited to the above championships shall be certified as an official at a Masters or National level and be a member of USATF. To receive maximum consideration, the application should be returned no later than October 15. Each local certification chair shall be asked to comment on the applicants certified by that particular Association;
  - b Selection: Competition officials for the above named championships shall be selected at the annual meeting of USATF. A list of recommendations for referees and members of the juries of appeals may be submitted from the chair of the

sport 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 above two sport committees, or their designees. Notification to the applicants shall be made by mail as soon as possible after the annual meeting.

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 of the Officials 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 meet directors of the event, or the meet director's designee.

**NOTE:** As to the above subsections (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; and

iv From the Athletes Advisory Committee: three (3) Active Athletes appointed by the chair of the AAC;

2 Selection of officials for an Olympic Games, the IAAF Outdoor or Indoor World Championship in Athletics or the IAAF World Cup in Athletics if hosted in the USA, and the meet which selects the U.S. Team for the above hosted competition, shall occur as follows;

a. The applications, election, and makeup shall be the same as listed in 4.H.1 above, with the following additions;

i. There shall be a co-chair of the Committee certified at the Masters or National level selected by the President after consultation with the USA member to the IAAF Council, if one exists.

ii. The President may also select two additional at-large members to the Committee certified at the Masters or National level, after consultation with the same person identified in i. above.

3 LDR and race walking championships: The selection of competition officials 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.

**I World or area championships:** Any organization within the United States wishing to host a world or area championship in any discipline governed by USATF shall first obtain the approval of the USATF National Headquarters and the USATF Board. In order to obtain approval, the organization must notify the host Association, which shall be provided with the opportunity to evaluate the bid. The procedures for the approval of USATF shall include a review by the chair(s) of the appropriate sport committee(s) of the organization's technical capacity to conduct the event, and a review of the credibility of the proposed financial plan and budget offered by the organization. Once awarded a world or area championship, the host organization shall provide periodic (at least quarterly) reports on the progress of the event preparations, including funding, to the host Association, the National Headquarters, and the USATF Board.

## REGULATION 5 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:** It shall be the responsibility of the host Association sport committee, or of the member club or affiliate organization sponsoring or conducting the competition, to apply for the record on the form which shall be properly completed and forwarded to the National Headquarters without delay;

3 **Processing:** Upon receiving a record application form and any accompanying documentation, the National Headquarters 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; and

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

# CERTIFICATION OF ROAD COURSES

## A Definition of course:

- 1 Path:** A running course shall be defined as the streets, roads, paths, marked paths on grass or gravel or dirt, and/or paths using established permanent landmarks or benchmarks which is intended as the runner's path for any type of race; and
- 2 Shortest possible route:** The measured running course shall involve the course noted above and the measurement shall follow the runner's shortest possible legal route.

## B USATF certification:

A course may be designated as "USA Track & Field Certified" only if a final signatory national certifier who is approved by the certification chair of the Road Running Technical Council of USATF has determined that the shortest possible route has been measured with reasonable accuracy.

- 1 Stated distance:** Courses meet certification standards if the measurements demonstrate that the course is at least the stated distance. In order to ensure that a course is not short, the measurement must include an addition of 1/1000th of the stated race distance; and

NOTE: Information concerning acceptable methods of measuring courses should be obtained from the Road Running Technical Council of USATF prior to the measurement of a long distance course.

- 2 Effective date:** Certification is effective as of the date that all measurements and necessary adjustments are submitted as evidenced by the postmark, although the actual review and approval of the certification may be at a later date.

## C Road Running Technical Council:

This body is now defined in the Long Distance Running Division, Article 15-D (page 48-49).

## REGULATION 7 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 paragraph B below:

- 1 Attached athletes:** In order for an athlete to compete as a representative of a national club or of a local club, educational institution, or other organization, that organization must be a member in good standing of USATF:
  - a National clubs:** Athletes belonging to a national club shall be considered members of the associations in which they reside, unless paragraph B below is applicable. National clubs shall not be eligible to compete for Association team championships, but athletes belonging to national clubs may compete in their Associations' championships and shall be scored as though they are unattached athletes; or
  - b Local clubs, educational institutions, and other organizations:** An athlete who is not a member of a national club (or is only by reason of subparagraph C-3-c below) may compete as a representative of any local club, educational institution, or other organization that is a member of the athlete's Association. Any such athlete shall score for the athlete's team in any championship or other competition;
- 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. An unattached athlete shall be identified at athletics events with the Association or place of residence in which he is a member, and not with a club. Examples of this would be "John Doe, Unattached (Mid-Atlantic)," and "John Doe, Unattached (Philadelphia, PA);"
- 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 local registrar, in writing, prior to the effective date of the change; and
- 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:

An Association may permit an athlete who is a bona fide resident to be a member of another Association by agreement of the two Associations. Agreement may concern individual athletes or all athletes who reside in a certain area. An athlete who is unable to obtain an agreement of the two Associations may appeal to the NABR, which shall conduct a hearing by conference call and make a determination on the basis of what is in the best interests of the sport and of the athlete.

### C Transfers:

- 1 Between Associations:** In order to transfer membership from one Association to another, an athlete shall present a document from the previous Association indicating the last date of competition in an attached or unattached status and that the athlete is in good standing in that Association;
- 2 Between clubs/organizations:** To transfer representation from one club/organization to another, an athlete must serve ninety (90) days in "unattached" status from the date of the last competition in which the athlete represented a

subject to Regulation 8 (page 76-77); and

### 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 upon commencement of the collegiate season to compete for that college or university in open competition (so long as the collegiate team is a member of USATF) and shall similarly be automatically released without notice by such school immediately upon termination of the academic eligibility period, to represent the club or organization of the athlete's choice. Verification of collegiate academic eligibility period commencement and termination dates must be provided by the athlete upon request of either the local committee or Association membership committee involved;
- b **Armed forces:** An athlete member on active duty in the Armed Forces of the United States 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 such athlete shall count for the Athletics club, except where a point trophy is advertised to be contested for 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; and
- d **National club/local club transfer:** An athlete may transfer from a national club to a local club or from a local club to a national club effective immediately but an athlete may not thereafter transfer to another club without first serving 90 days in an unattached status unless another exception applies.
- e **Waiver:** The local or national membership committee may waive the ninety (90) day unattached period required by subparagraph C-2 above if it determines that the change in organization was caused by events outside the control of the athlete involved and is in the best interests of athletics or the athlete.

**D Representation of athletes:** Individuals, clubs, and other entities may negotiate on behalf of athletes with whom they have written representation agreements; provided they have signed a written agreement with USATF stating their intention to comply with the rules of USATF and the IAAF, including the timely filing of all reports required under IAAF rules. Individuals signing such agreements on behalf of entities shall bind such entities and themselves. Reports concerning athlete's finances shall be kept confidential.

**E. Resolution of disputes:** It shall be the responsibility of the athlete to give proper notice of a change of representation. In the event of a dispute among and/or between clubs, educational institutions, organizations, and an athlete regarding a transfer of representation, the athlete's written designation of representation shall be determinative.

**\*\*\*This Regulation 7B will be effective 1/1/04\*\*\***

## REGULATION 7B 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 paragraph B below:

1. **Attached athletes:** In order for an athlete to compete as a representative of a local club, educational institution, or other organization, that organization must be a member in good standing of USATF. An athlete may compete as a representative of any local club, educational institution, or other organization that is a member of the athlete's Association. Any such athlete shall score for the athlete's team in any championship or other competition;
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 local registrar, in writing, prior to the effective date of the change; and
- 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:** An Association may permit an athlete who is a bona fide resident to be a member of another Association by agreement of the two Associations. Agreement may concern individual athletes or all athletes who reside in a certain area.

hearing by conference call and make a determination on the basis of what is in the best interests of the sport and of the athlete.

**C Transfers:**

- 1 Between Associations:** In order to transfer membership from one Association to another, an athlete shall present a document from the previous Association indicating the last date of competition in an attached or unattached status and that the athlete is in good standing in that Association;
- 2 Between clubs/organizations:** To transfer representation from one club/organization to another, an athlete must serve ninety (90) days in “unattached” status from the date of the last competition in which the athlete represented a club/organization, regardless of residency, unless the athlete falls within one of the exceptions herein. ; and
- 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 upon commencement of the collegiate season to compete for that college or university in open competition (so long as the collegiate team is a member of USATF) and shall similarly be automatically released without notice by such school immediately upon termination of the academic eligibility period, to represent the club or organization of the athlete’s choice. Verification of collegiate academic eligibility period commencement and termination dates must be provided by the athlete upon request of either the local committee or Association membership committee involved;
  - b Armed forces:** An athlete member on active duty in the Armed Forces of the United States 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 such athlete shall count for the Athletics club, except where a point trophy is advertised to be contested for 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; and
  - d Waiver:** The local or national membership committee may waive the ninety (90) day unattached period required by subparagraph C-2 above if it determines that the change in organization was caused by events outside the control of the athlete involved and is in the best interests of athletics or the athlete.

**D Representation of athletes:** Individuals, clubs, and other entities may negotiate on behalf of athletes with whom they have written representation agreements; provided they have signed a written agreement with USATF stating their intention to comply with the rules of USATF and the IAAF, including the timely filing of all reports required under IAAF rules. Individuals signing such agreements on behalf of entities shall bind such entities and themselves. Reports concerning athlete’s finances shall be kept confidential.

**E Resolution of disputes:** It shall be the responsibility of the athlete to give proper notice of a change of representation. In the event of a dispute among and/or between clubs, educational institutions, organizations, and an athlete regarding a transfer of representation, the athlete’s written designation of representation shall be determinative.

## CLUBS

- A Definition:** Clubs are organizations of athletes and others which compete in USATF programs as teams or individuals representing the club. There shall be various types of USATF clubs, based on the geographic location of their membership and/or the types of programs and purposes they serve. While clubs may be of only one geographic type, they may have more than one purpose.
- B Geographic types:** Clubs may be either of two geographic types:
- 1 Association clubs** shall become members by registering with the Association in which they are located; and
  - 2 National clubs** are those clubs that meet the requirements of paragraph E below. They shall register with the National Headquarters or the Association in which they are headquartered.
- C Club classifications:** Clubs are classified as follows:
- 1 Competitive:** Association or national clubs that primarily prepare athletes for competitive opportunities shall be referred to as competitive clubs;
  - 2 Affiliated:** Association clubs that primarily stage events or provide competitive opportunities to the public shall be referred to as affiliated clubs;
  - 3 Training:** Association clubs which exist to provide non-collegiate athletes insurance coverage when training at an educational institution's facilities shall be referred to as training clubs; and
  - 4 Elite development clubs:** USATF may designate a member club as an Elite Development Club. These clubs may provide coaching, training groups, facilities, travel to events, financial assistance, stipends, and/or other forms of assistance. Elite development clubs shall receive the same information provided to national clubs. Association-based elite development clubs may charge additional dues and fees to cover such additional benefits.
- D Club names:** Internal grievance proceedings may be instituted in situations regarding disputes over the naming of clubs. Generally, these proceedings may be instituted when:
- 1 Duplication:** Two (2) clubs choose the same or confusingly similar names (except with the concurrence of both clubs);
  - 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 which 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 (see Article 19, page 55).
- E Special:**
- 1 Limitation:** A national club shall be limited to competitions at the open level;
  - 2 Vote in Association:** Clubs shall be allowed to vote in the activities of the Association in which they are members;
  - 3 National club rosters:** National clubs must submit a roster of the competitive athlete members of the team.
    - a Roster submittal:** By November 1 of each year, each national club shall submit to the National Headquarters a roster on forms provided that shall list its athletes (including the club registration fee and the athlete membership fees to be thereafter forwarded to the resident Association);
    - b Duplications:** If an athlete's name appears on two (2) or more rosters, the National Headquarters shall resolve the duplication by contacting the clubs involved and, if there is still a disagreement, the athlete directly;
    - c Roster distribution:** By December 1 of each year and at other times (with additions and deletions), the National Headquarters shall distribute to all national clubs and meet directors copies of the national club rosters or amendments thereto;
    - d Additions and deletions:** Between December 1 and November 1 of the following year, a national club wishing to add an athlete shall submit the name of each athlete to the National Headquarters. The athlete may compete for the club only after the National Headquarters has confirmed that the athlete has satisfied the transfer requirements of Regulation 7-C (page 88). An athlete may also be deleted from a roster and changed to an unattached status; and
    - e Former Association club members:** National clubs may add athletes who have been members of Association clubs after the athlete meets the requirements of Regulation 7-C; and
  - 4 National club requirements:** As part of its application, each national club shall document that it has, for the prior year, and shall, for the future year:
    - a Training guidance:** Provide to its athletes technical guidance as to their training;
    - b Competitive guidance:** Provide to its athletes technical guidance as to their competition scheduling;
    - c Logistical support:** Provide to its athletes logistical support, including economic provisions for travel and accommodations when away from home;
    - d Medical support:** Advise its athletes, when possible, as to medical services and available health insurance;
    - e Equipment support:** Make adequate provisions for the equipment and training and competition clothing for its athletes;

- g Participation:** Agree to participate and to have its athletes participate in national and international competition encouraged by the IAAF and/or USATF; and
- h Other:** Meet such other qualifications and accept such other benefits as the USATF Board shall approve for national clubs.

**F Conflicts of interest:** No club shall represent a member athlete in any transaction if such a representation is a conflict of interest.

**\*\*\*This Regulation 8B will be effective 1/1/04\*\*\***

## **REGULATION 8B 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:** Association or national clubs which primarily prepare athletes for competitive opportunities shall be referred to as competitive clubs;
  - 2 Affiliated: Association** clubs which primarily stage events or provide competitive opportunities to the public shall be referred to as affiliated clubs;
  - 3 Training:** Association clubs which exist to provide non-collegiate athletes insurance coverage when training at an educational institution's facilities shall be referred to as training clubs; and
  - 4 Elite development clubs:** USATF may designate a member club as an Elite Development Club. These clubs may provide coaching, training groups, facilities, travel to events, financial assistance, stipends, and/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 to cover such additional benefits.
- C Club names:** Internal grievance proceedings may be instituted in situations regarding disputes over the naming of clubs. Generally, these proceedings may be instituted when:
- 1 Duplication:** Two (2) clubs choose the same or confusingly similar names (except with the concurrence of both clubs);
  - 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 which 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 (see Article 19, page 54).
- D Conflicts of interest:** No club shall represent a member athlete in any transaction if such a representation is a conflict of interest.

## ELIGIBILITY

The eligibility of an athlete shall be governed by the applicable IAAF and IOC rules, except when such rules are inconsistent with United States Law. USATF shall not impose criteria for eligibility to compete in Athletics or to participate in the Olympic, Pan American, or Paralympic Games that are more restrictive than those of the IAAF.

NOTE: Select IAAF rules are stated in Exhibit N (pages 206-212).

## REGULATION 10 DOPING CONTROL

This Regulation 10 shall apply to all doping controls conducted on or after December 1, 2001.

**A Definitions:** The following terms shall have the indicated meaning when used in this Regulation:

- 1 Doping:** The administration of prohibited substances or techniques.
- 2 Doping offense:** Pursuant to IAAF Rule 55 and 56 (pages 130-131), a doping offense is committed when an arbitration panel determines beyond a reasonable doubt that: a prohibited substance was found to be present within an athlete's body fluids; or an athlete has used or taken advantage of a prohibited technique; or an athlete has admitted having used or taken advantage of a prohibited substance or technique; or when a person has been determined to have committed a doping violation pursuant to the Olympic Movement Anti-Doping Code.
- 3 IAAF Protocol:** Procedures set forth by the IAAF in its current Procedural Guidelines for Doping Control, or any successor publication. The IAAF Procedural Guidelines govern drug testing pursuant to the authority of the IAAF.
- 4 In-Competition Drug Testing:** Drug testing that takes place during a selected competition.
- 5 Olympic Movement Anti-Doping Code:** That version of the IOC Medical Code applicable at the time of the alleged doping violation. The current version can be found at <http://www.olympic.org>.
- 6 Out-of-Competition Drug Testing:** Drug testing that takes place when an athlete is not competing.
- 7 Prohibited Substances:** The prohibited substances identified in either the Olympic Movement Anti-Doping Code or the IAAF Procedural Guidelines for Doping Control.
- 8 USADA:** The United States Anti-Doping Agency, 1265 Lake Plaza Drive, Colorado Springs, CO 80906; Telephone 719/785-2002 or 866/601-2632; <http://www.usantidoping.org>.

**B Doping programs:** USATF participates in two doping control programs conducted by USADA, under the auspices of the USOC, and the IAAF as follows:

- 1 In-Competition Program (ICP):** This program involves the testing of athletes during USATF sanctioned events for prohibited substances and techniques. The selection of athletes shall be pursuant to procedures established by either USADA, IAAF and/or USATF protocol. The organization responsible for drug testing will determine which protocol will apply; and
- 2 No-Advance-Notice Program (NAN):** This program involves the testing of selected athletes for prohibited substances and techniques. The NAN shall include a program of unannounced, walk-up testing. The selection of those athletes to be tested pursuant to the NAN program shall be determined by USATF, in conjunction with USADA, on the one hand, or by the IAAF, on the other hand. Athletes that are eligible to be drug tested, pursuant to this provision, are required to keep one (1) current address on file with USATF and USADA, and must notify USADA and USATF if s/he travels away from his/her location for more than two (2) days. Failure to adhere to this requirement may result in the athlete being charged with a doping offense. Those athletes wishing to be removed from the NAN program must meet the retirement requirements set forth in subparagraph E below.

**C Anti-doping program:** The applicable IAAF, USADA and/or USOC protocols, or other USATF approved protocol. During the Olympic and Pan American Games, the applicable Olympic Movement Anti-Doping Code shall govern doping control. **NOTE:** The text of the applicable IOC, IAAF, USADA and/or USOC rules, protocols, and guidelines, relating to doping control in effect as of January 1, 2001, are set forth in the attached exhibits. These documents may be amended from time-to-time. Check the USATF website for updates or contact USATF's Legal Department.

**D Disciplinary procedures:** The disciplinary proceedings related to domestic positive drug tests of USATF athletes shall be conducted by USADA, on behalf of USATF. When USATF is notified by the IAAF that an athlete's "A" sample has tested or has been deemed positive for a prohibited substance, the matter shall be referred to USADA, by USATF, for a determination of whether a doping offense has occurred.

- 1 National team participation and expedited hearing process:** An expedited hearing pursuant to the provisions of this regulation shall be provided to determine the national team status of any athlete who, at the time of selection for a national team relay or a team scoring position, has provided a urine sample that has tested "A" positive or "A" and "B" positive. The

national team status is in jeopardy. The athlete may voluntarily waive the right to an expedited hearing and withdraw from a national team relay or national team scoring position.

- 2 Request for expedited hearing:** A request for an expedited hearing pursuant to the preceding subparagraph 10-D-2 shall be filed by USATF with the AAA. The scope of the hearing shall be limited to a determination of whether the athlete shall be excluded from the national team relay or national team scoring position at issue. The AAA shall endeavor to hold the expedited hearing within forty-eight (48) hours of the filing of the request for the expedited hearing. When appropriate, the hearing may be held by telephone conference and/or video conferencing. The disposition of the hearing shall be under the direction of the chair of the panel as to all procedural matters.
  - 3 Ineligibility:** If an athlete is found to have committed a doping offense or the individual waives the right to a hearing, the individual shall be declared ineligible to participate in Athletics competition, as provided below. In addition, if testing was conducted in competition, the athlete shall be disqualified from that competition and all competitions s/he competed in prior to the final decision of the hearing or appeals panel, and the result(s) amended accordingly. Ineligibility shall begin:
    - a from the date the period of ineligibility was imposed by an arbitration panel; or
    - b as otherwise determined by the IAAF; or
    - c in the case of a doping offense listed in subparagraph D-6 below, from the date the period of ineligibility was imposed by an arbitration panel. If an athlete competes while ineligible, the period of ineligibility shall be deemed to recommence from the time the athlete last competed, as though no part of a period of ineligibility had been served.
  - 4 Period of ineligibility:** In events conducted under the jurisdiction of the IOC, the penalties provided by the applicable Olympic Movement Anti-Doping Code shall apply. In all other situations, an athlete who commits a doping offense will be ineligible as follows:
    - a Part I substances:** For an offense under IAAF Rule 60.1 (i) or (iii) (page 210) involving the substance listed in Part I of Schedule 1 of the IAAF "Procedural Guidelines for Doping Control" (Exhibit L, pages 181) or, for any of the other offenses listed in IAAF 60.1 or in subparagraph D-6 below:
      - i first offense – for two (2) years from the date the decision on ineligibility was issued by an arbitration panel. If the athlete has served a period of IAAF suspension prior to a declaration of ineligibility such period of suspension shall be deducted from the period of ineligibility imposed by the panel; or
      - ii second offense – for life.
    - b Part II substances:** For an offense under IAAF Rule 60.1 (i) or (iii) involving the substance listed in Part II of Schedule 1 of the IAAF "Procedural Guidelines for Doping Control" (Exhibit L):
      - i first offense –disqualification from the competition at which the sample was collected and a public warning;
      - ii second offense – for two years from the date the decision on ineligibility was issued by an arbitration panel. If the athlete has served a period of IAAF suspension prior to a declaration of ineligibility such period of suspension shall be deducted from the period of ineligibility imposed by the panel; or
      - iii third offense – for life.
  - 5 Separate doping offenses:** In addition to all doping offenses defined in IAAF Rules 55 and 56 (pages 207-208), the following shall be regarded as separate doping offenses:
    - a Agent intimidation:** Inducing or attempting to induce, by threat, coercion, intimidation, bribery, or other improper means, a person involved in the collection or testing of a sample, or in the administration of this Regulation, to take any action or refrain from taking any action respecting a sample or a person who may be charged with a doping offense; and
    - b Other interference:** Intentionally destroying or attempting to destroy a sample prior to its testing or otherwise interfering with the proper collection, shipping, storage, or testing of a sample.
- E Retirement:** Athletes wishing to retire from competition must complete and submit to USATF, prior to retirement, the "official" USATF retirement form. A copy of the retirement form is reproduced in Appendix 10 (page 242). If a retired athlete was ever enrolled in the out-of-competition drug testing program of an international federation, the USOC, or USADA, and said athlete wishes to resume competition, s/he must enroll in the USADA or USATF out-of-competition drug testing pool and be available for testing for a period of at least one year in advance of the date upon which re-eligibility will be granted. Under these circumstances, a retired athlete can only become re-eligible to compete, if all drug tests administered during the 12 months preceding the intended eligibility date were negative. Completion of the official USATF retirement form will not suspend or terminate the prosecution or imposition of a sanction related to a doping violation pending prior to giving notice of retirement.
- F Unexcused failure:** An unexcused failure to provide a sample shall be considered as being the same as a confirmed "A" positive test for anabolic steroids, except that the athlete shall have the burden of proving to the panel a permissible excuse pursuant to the ICP or OCP, as the case may be.
- G Reinstatement:** An athlete who has been declared ineligible and subsequently successfully completes reinstatement drug testing pursuant to IAAF Rule 57.5, shall be automatically reinstated upon issuance of a reinstatement letter by USATF or IAAF.
- H Other disciplinary proceedings and appeals:** Any matter relating to disciplinary proceedings and appeals not specifically set forth in this Regulation shall be subject to the provisions of Regulations 11 (pages 78-81) and 12 (pages 81-82).

shall be initiated as expeditiously as possible after a written allegation is filed with the CEO. No such proceedings shall be initiated if the alleged transaction or omission occurred more than six (6) years prior to the filing of the allegation. Disciplinary proceedings under this Regulation shall be submitted by the CEO to the AAA.

**K Confidentiality of test results and doping offenses:** Except as provided in paragraph L below, USATF shall only disclose such information related to drug testing matters as is appropriate and necessary to fulfill its obligations to the worldwide Olympic anti-doping effort, and in the event, only to the appropriate representatives of the relevant Olympic drug testing authorities - USOC, USADA, IAAF, WADA, and IOC. In cases arising from samples taken on or after December 1, 2001, USATF may disclose such information as is required by and to (1) USADA and (2) the IAAF.

**L Publication of doping test results:** USATF shall publish, on a quarterly basis, the names of all USATF athletes who have tested negative during in-competition and out-of-competition drug testing. USATF shall publish the names of athletes who have been found to have committed a doping offense, at the conclusion of the entire disciplinary process; provided, however, that the publication by another Olympic drug testing authority of an athlete's doping offense shall satisfy USATF's publication obligation related thereto.

**NOTE:** If the athlete or the athlete's representatives breaches confidentiality, USATF's response shall not constitute a breach of confidentiality.

## REGULATION 11

### PROCEDURES RELATING TO DISCIPLINARY PROCEEDINGS AND FORMAL GRIEVANCE MATTERS

#### A Discipline:

**1 Scope of these provisions:** In any proceeding not covered by subsections A-2 and A-3 below, the penalties that may be imposed include:

- a expulsion from Athletics and/or membership in USATF;
- b suspension for a definite period of time from Athletics and/or membership in USATF;
- c a declaration that a person or organization is ineligible to participate in Athletics or the affairs of USATF;
- d censure; and
- e admonishment.

**2 Doping offenses:** Regulation 10 (pages 76-78) shall apply to doping offenses.

**3 Sexual misconduct:** In any case where it is established that 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:

- a the conviction or the record of the nolo contendere plea shall be conclusive of proof of the fact that the offense charged was committed;
- b the offense need not have been against the individual bringing the grievance or against any other individual involved in the sport of Athletics;
- c there shall be no statute of limitations applicable to the grievance (i.e. Article 19-A, page 55, or subparagraph B-1 below shall not apply);
- d The charged individual may introduce evidence showing:
  - i extenuating circumstances relating to the offense; and/or
  - ii the individual's conduct subsequent to the commission of the offense, including evidence relating to medical or psychological treatment or rehabilitation;
- e in the absence of such evidence, discipline must be imposed and it must include a lifetime prohibition against involvement in the sport of Athletics in any capacity involving Youth Athletics or junior athletics, clubs, programs, or competitions; and
- f Regulation 12 (page 81-82) shall govern reinstatements.

**B Jurisdiction:** The jurisdiction of USATF and its Associations with respect to disciplinary, formal grievance, and other necessary proceedings shall be as follows:

**1 Jurisdiction over grievances:** USATF shall have exclusive jurisdiction over all formal grievance proceedings in which a Grievance Complaint has been filed in accordance with Article 19 (page 54) of the Bylaws.

**2 Jurisdiction over disciplinary proceedings:** USATF shall have exclusive jurisdiction over all disciplinary proceedings involving (a) persons from more than one Association; (b) matters arising out of or resulting from national or international athletics competitions; and (c) violations of IAAF rules.

Association in which jurisdiction has been specifically granted by the USATF Bylaws and/or Operating Regulations.

- 4 Association jurisdiction:** Associations of USATF shall have jurisdiction over all disciplinary and formal grievance proceedings relating to matters that arise within the boundary of a particular Association. All penalties imposed by an Association shall be effective only within the jurisdiction of that Association, including national and international competitions held within that Association. This Regulation shall apply to all Association grievances.
- C Rights of persons or entities charged:** In all matters subject to this Regulation, the persons or entities charged shall be provided with fair notice and an opportunity for a hearing before the imposition of any penalty by USATF or its Associations. Persons or entities charged may be represented in any disciplinary, grievance, or Association proceeding by persons who may (but need not) be an attorney; may appeal any adverse decision in accordance with this Regulation; may be present at any hearing; and shall have the right to present evidence and testimony and to cross-examine witnesses.
- D Beginning:** Commencement of disciplinary, formal grievance, and other necessary proceedings of USATF not involving matters set forth in Regulation 10 shall commence as follows:
- 1 Grievance hearing panel:** In any matter in which a Grievance Complaint has been filed and at least one party has indicated that the matter cannot be resolved informally, the CEO shall randomly select an NABR hearing panel (See paragraph J below), provided that the Grievance Complaint meets the requirements of Article 19.
  - 2 Reinstatement hearing panel:** For any proper reinstatement request, the CEO, after consulting with the General Counsel, shall randomly select an NABR hearing panel (see Regulation 12).
  - 3 Other hearing panels:** In all other disciplinary matters, the CEO shall select an NABR hearing panel upon authorization of the BOD.
  - 4 Association:** In matters involving an Association, the CEO shall select an NABR hearing panel from outside the region of the Association.
  - 5 Presenters:** Prior to, or after such panel selection, the BOD may authorize the CEO to assign a person or persons to gather relevant facts and information, and in the event of a hearing, to present and challenge evidence supporting the charges at the hearing and to challenge by cross-examination and other appropriate means, evidence presented by the person or entity charged.
- E Notice of proceeding:** At the commencement of all disciplinary, formal grievance, and other necessary proceedings conducted by an Association or by a panel of the National Athletics Board of Review, parties shall be sent:
- 1 Documents:** A copy of the Grievance Complaint or other documents giving rise to the proceeding;
  - 2 Contacts:** The names of the hearing panel members and the address and telephone number of the panel's chair; and
  - 3 Regulation 11:** A copy of the text of this Regulation.
- F Answer:** A written answer which may or may not contest the charges shall be filed within ten (10) days after receipt of the Notice of Hearing with either (i) the CEO, who shall send copies to the hearing panel, the presenter, and all other parties concerned in the case of proceedings conducted by USATF, or (ii) the hearing panel in the case.
- G Challenge for lack of impartiality:** Any party to a hearing or appeal, or the person appointed pursuant to subparagraph D-5 above, or any panel member may, prior to the hearing or appeal, challenge the seating of any panel member, on the ground that the panel member is not impartial. The challenge shall be made to and decided by the BOD.
- H Failure to answer:** A failure to answer timely shall be deemed a waiver by the person or entity charged of the opportunity to have a hearing and have an appeal of any adverse decision. Upon such failure, the hearing panel may proceed in the absence of the person or entity charged and may decide the matter with or without a hearing and with or without the taking of testimony and evidence as may be deemed appropriate.
- I Hearings:**
- 1 Venue:** Hearings shall be held by telephone conference call unless a party requests that the hearing be held in-person. If a party requests that the hearing be held in-person, such request shall be accompanied by a statement identifying the material issues of fact or questions of credibility which the hearing panel will have to resolve in person. Hearings in-person shall be within the boundaries of the Association in which the person or entity charged resides or has its headquarters. However, the President, after consultation with the General Counsel, shall have the right to authorize a different venue, in which case the reasonable travel, lodging, and food expenses of any person or entity charged and their representative for a hearing shall be paid. All NABR proceedings that relate to an Association shall be held by telephone conference call.
  - 2 Date:** After the panel has received the answer of the parties charged, or after the time to answer under subparagraph F above has elapsed, the panel shall, after consultation with all parties and the presenter, schedule a hearing and shall notify all parties of the date and time of such hearing. The hearing should be scheduled to be held within thirty (30) days of the receipt of the answer or the expiration of the time to answer.
  - 3 Evidentiary rules:** The rules of evidence generally accepted in administrative proceedings shall be applicable to the hearing.

proceedings to be made. These recordings and transcripts shall be retained by the National Headquarters and shall be made available to the appellate tribunal in the case of an appeal and shall be kept confidential. Such transcripts or recordings shall be made available to any parties to the proceeding seeking a copy at their own expense.

- b. 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 their own expense. If made, such transcripts or recordings shall become the official record of the proceedings and shall be retained by the Association. The transcripts or recordings shall be made available to any party seeking a copy at their own expense.

**5 Closed hearing:** Hearings and appeals shall be closed to the public.

**6 Motions to dismiss:** An NABR panel may dismiss a Grievance Complaint upon its own motion or upon a motion of a party if it finds that the Grievance Complaint fails to meet the requirements of Article 19 (page 55); if the grieving party is not a real party in interest; if the Grievance Complaint is time-barred; if USATF or the NABR does not have jurisdiction over the matter; or if the Grievance Complaint fails to state a cause upon which relief can be granted.

**7 Expedited hearing:** If a matter before an NABR panel affects the rights of any eligible athlete, coach, trainer, manager, administrator, or official to take part in competition scheduled to take place prior to the time set for hearing, USATF shall, upon request by the individual, conduct an expedited hearing upon notice to the parties concerned and to USATF, at a time and in a manner which will enable the individual to participate, should the individual prevail at the hearing.

**J National Athletics Board of Review:** The following shall apply to the National Athletics Board of Review (NABR):

**1 Regions:** The NABR shall be divided into four (4) regions in accordance with Exhibit A-2 (page 164).

**2 Members:** The NABR in each region shall consist of three (3) members, each of whom shall have an alternate. At least one (1) member and that member's alternate shall be Active Athletes.

**3 Terms:** Appointments shall be nominated by the Law & Legislation Committee chair, seconded by the Athletes Advisory Committee chair, and approved by the President. Terms shall commence on January 1 of each even-numbered year. Members and alternates may be removed for good cause by the BOD.

**4 Hearings:** The three (3) members in a region shall serve as the panel conducting the hearing of individuals in the region except for cases in which a member is disqualified or declines to serve. In such cases, the member's alternate shall substitute for the member. In instances in which a member and that member's alternate are unable to serve, a special appointment for that matter may be made.

**5 Consolidated hearings:** In matters concerning individuals from more than one region, the President, after consulting with the Counsel to the Board, may authorize that the panel from a single region conduct consolidation hearings concerning some or all of the individuals.

**6 NABR decisions and opinions:** A panel shall, whenever possible, issue a decision with respect to the disciplinary, formal grievance, or other necessary proceedings within fifteen (15) days after the conclusion of a hearing or when the time to request a hearing has expired. The panel concerned shall, in all cases, render a written opinion no later than thirty (30) days after conclusion of the hearing, or the submission of any post hearing documentation by the panel. These opinions shall be available upon reasonable request.

**7 Effective date of decision:** Unless a stay of enforcement is granted in accordance with subparagraph K-3 below, all disciplinary and formal grievance decisions shall be immediately effective upon the date the decision is rendered.

**K Appeals and stays of enforcement:**

**1 Appeals taken from Association decisions:** A person or entity charged may appeal an adverse finding made by an Association grievance and/or disciplinary panel to USATF, and the Secretary of the Association within thirty (30) days of receipt of the written opinion. All appeals shall be referred to the NABR panel located in the region of the appellant. The panel shall elect a panel chair, who shall be responsible for coordinating communication and establishing a hearing date, as well as ensuring that the hearing be recorded. All appeals shall be heard by telephone conference call and shall be held pursuant to subparagraph K-6 below. The appellant shall have the burden of proving that the Association's grievance or disciplinary decision was clearly erroneous. The decision of the NABR panel in the appeal shall be final and immediately effective.

**2 Appeals taken from NABR decisions:** An appeal from a decision of an NABR panel given in a disciplinary, formal grievance, or other necessary proceeding may be taken by any person or entity charged in the proceeding. Any appeal shall be made by means of a written notice of appeal signed by the appellant, and filed with the CEO not later than fifteen (15) days after the written opinion of the panel is sent to the appellant.

**3 Stays of enforcement:** A stay of the enforcement of a disciplinary decision of an Association or an NABR panel may be granted by the BOD only upon a written application and a finding of good cause shown. A finding of good cause shown may only be made upon a unanimous vote and by a written decision which specifically states that there is a strong likelihood of success upon appeal and that circumstances are present which clearly show respondent would suffer irreparable harm unless the enforcement of the penalty imposed is stayed pending the determination of the appeal.

**4 Application for stay:** An application for a stay of enforcement shall be filed either at the time of the hearings, or not later than ten (10) days after the decision is rendered, in which latter case the application shall be filed with the CEO. An application for a stay of enforcement shall be accompanied with a notice of appeal, which shall set forth with particularity

**5 Appellate tribunal:** With the burden of proof being upon the appellant, appeals from a decision of an NABR panel shall be heard by a randomly selected three (3) person panel from the Law & Legislative Committee, including one (1) athlete representative. Members of the original hearing panel shall not serve on the appeals panel. The appeal shall be held by telephone conference call. Parties to the appeal shall be given prompt notice of the date and time when the appeal shall be heard. The panel shall make a recommendation to the BOD which may vote on the recommendation by conference call or at its next regularly scheduled meeting.

**6 Appellate procedure:** Appeals shall be made by written presentation or brief and may also be made orally. In an appeal, all parties shall present their reasons why the decision appealed from is correct or incorrect, as the case may be. The appellant shall bear the burden of proving that the grievance or disciplinary decision was clearly erroneous. No new evidence may be presented to the tribunal unless circumstances have changed or new facts have been discovered that were unavailable at the time of the hearing. In such cases, the tribunal may direct that such matters be presented to it, provided that all parties involved in the appeal have been given notice and are prepared at the time of the appeal to respond to the changed circumstances or previously undiscovered or unavailable facts. If an appellant fails to appear on the date set for the arguments of the appeals, and no continuance has been granted by the tribunal, the appeal shall be deemed abandoned. After the appeal has been heard, the Tribunal may confer by telephone conference call to arrive at its decision.

**L Imposition of penalties:** The penalties imposed by USATF shall be imposed pursuant to this Regulation. The CEO of USATF shall notify the athlete or entity concerned of penalties imposed by means of a letter sent by certified and regular mail. Unless otherwise ordered by the BOD, whenever a penalty has been imposed by USATF pursuant to this Regulation, the CEO shall notify all Associations and national committee chairs that such a penalty has been imposed. On the request of an Association that has imposed a disciplinary penalty pursuant to this Regulation, the CEO shall notify all Associations and national committee chairs that such penalty has been imposed.

## REGULATION 12 REINSTATEMENT

**A Scope:** Any athlete declared ineligible in accordance with Regulation 10 (pages 76-78) or 11 (pages 78-79), or any person or entity declared ineligible, suspended, or expelled by the IAAF or by the USOC, may request reinstatement. A person or organization suspended, expelled or declared ineligible to participate may, at any time, make an initial request for reinstatement, provided all appeals within USATF have been exhausted or waived. After an initial reinstatement request is decided upon, additional reinstatement requests may only be made one (1) year or more after the most recent reinstatement decision.

**B Reinstatement requests:** A request for reinstatement shall be made by written application filed with the CEO of USATF. The reinstatement request shall detail the reasons advanced for reinstatement.

**C Automatic reinstatement:** Except for doping reinstatements, any person or organization declared ineligible to participate for a definite period, or suspended for a definite period, shall be automatically reinstated upon written request by the person or organization at the conclusion of the period of ineligibility or suspension.

**D Doping reinstatements:**

- 1 Request for reinstatements:** All applications for reinstatement that are made as a result of penalties imposed pursuant to Regulation 10, by the IAAF, or by the USOC shall be conditioned upon the person's making an application for reinstatement which includes a satisfactory report on the circumstances surrounding the violation and, if applicable, submitting payment of an amount equal to any prize money paid for performances made during a period of ineligibility.
- 2 Hearing panel:** The Doping Reinstatement Board (DRB) shall hear all early doping reinstatement applications.
- 3 Members:** The DRB shall consist of three members, each of whom shall have an alternate. At least one member and that member's alternate shall be Active Athletes. None of the members or alternates shall have been disciplined for doping violations by any national governing body, any National Olympic Committee, any international federation, or any other judicial or administrative body. None of the members or alternates shall, while serving on the DRB, also serve on the Doping Hearing Board (DHB) or the Doping Appeals Board (DAB).
- 4 Decisions:** The three members shall decide all early doping reinstatement applications except for cases in which a member is disqualified or declines to serve. In such instances, the member's alternate shall substitute for the member. In instances in which a member and that member's alternate are unable to serve, the President shall make a special appointment for that matter.
- 5 Appointments:** Members shall be nominated by the Law & Legislation Committee chair, seconded by the Athletes Advisory Committee chair, and approved by the President. Terms shall commence on January 1 of each even-numbered year. Members and alternates may be removed for good cause by the BOD.
- 6 Application:** Except as specifically provided in this section, all other provisions of this Regulation shall apply to early doping reinstatements.

investigation or presenter at the evidentiary hearing may be appointed as provided in Regulation 11. The hearing shall be held by telephone conference call. Within fifteen (15) days, the panel shall report its findings and recommendations to the BOD.

- F Disposition of reinstatement request:** The panel's recommendation shall be sent to the CEO, who shall distribute copies of the recommendation to each member of the BOD for consideration. The BOD shall meet expeditiously and may accept, deny, or modify the recommendation. The meeting may be held by telephone conference call.
- G Association reinstatements:** Any person or entity suspended, expelled, or declared ineligible to participate by an Association may request early reinstatement by the Association involved. Upon failure of the Association to act within forty-five (45) days after the request, or refusal to grant early reinstatement, an early reinstatement request may be filed with USATF.

## REGULATION 13 COMMITMENTS AND CONDUCT OF ATHLETES AND STAFF

- A Written agreement:** Individuals selected or elected to represent the United States in international competition shall enter into a written agreement setting forth the obligations and expectations of their participation. The written agreement shall include the date and place of the competition, the text of this Regulation, and that part of Regulation 11 (pages 78-79) explaining the hearing process. The staff member who is taking the individual's commitment must make specific reference to these Regulations.
- B Failure to participate:** Any individual who, without reasonable cause, fails to participate in any such competition for which he or she has signed an agreement to participate shall be in breach of that commitment. 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 the National Headquarters 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 communication by extraordinary circumstances. In addition, should any athlete scheduled to travel with the team to such competition fail to appear for the scheduled departure without having notified the appropriate coach, manager, team leader, or the National Headquarters 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 communication by extraordinary circumstances.
- C Penalties:** Hearings regarding alleged breaches of commitments shall be conducted in accordance with Regulation 11. Although the coaches or team leaders may recommend the imposition of a more severe penalty, for the breaches above stated the following minimum penalties shall be enforced:
- 1 First offense:** The athlete shall receive a written reprimand. Should the athlete be receiving payments pursuant to 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 shall receive a written reprimand. The athlete shall not be eligible for USATF-sponsored financial aid programs for a period of twelve (12) months; or
  - 3 Third offense:** The athlete shall immediately be suspended and rendered ineligible to participate in the national championships, and barred for a period of one (1) year from representing the United States as a member of any sanctioned international competition teams.

## REGULATION 14 ATHLETICS SANCTIONS

Sanctions are issued, withheld, or withdrawn in accordance with Article 20 (page 55-56) of the Bylaws and this Regulation. All defined terms in Article 20 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 Officials:** It has established that the competition will be conducted by qualified officials;

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.

In the case of subparagraph A-ii above, it has submitted a report of the most recent trip to a foreign country, if any, that the organization or person sponsored for the purpose of having American athletes in international competitions; and has submitted a letter from the appropriate entity that will hold the international competition certifying that the requirements of subparagraph A has been satisfied.

**B Domestic sanctions:** USATF and its Associations shall have the authority to grant two (2) types of domestic sanctions, elite and general competition:

- 1 **Elite event sanctions:** All Athletics competitions held within the United States that meet one or more of the following criteria shall be issued an Elite sanction:

- a **Value:** Competitions which award prizes or funds with a lasting value of more than \$500 for any individual performance or participation;
- b **Championships or trials:** National championships and/or trials competition for the selection of international teams (other than Youth or Masters);
- c **Doping:** Competitions which may be subject to formal doping controls; and/or
- d **International:** Competitions which anticipate including five (5) or more athletes who are foreign citizens (excluding national team competitions).

- 2 **General competition sanctions:** All athletics competitions held within the United States which do not meet the requirements for obtaining an Elite sanction shall be issued a general competition sanction.

- 3 **Domestic sanction requirements:** Every USATF Association shall grant a sanction for domestic athletics competitions provided that the person or entity applying for the sanction has:

- a **Elite:** In the case of Elite sanctions, (i) complied with subparagraphs A-1 through A-8 above; (ii) made adequate provisions for the conduct of doping controls; (iii) disclosed to USATF the names and addresses of invited foreign citizens as well as the conditions of such invitations; and (iv) complied with paragraph E below; or
- b **General:** In the case of a general competition sanctions, complied with subparagraphs A-1, A-7, and A-8.

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

- 1 **Form:** Be made on a form provided or approved by the National Headquarters, a sample of which appears in the Exhibits along with a sample of the sanction itself;

- 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;"*

- 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;"* and

- 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."* If applicant cannot make the foregoing attestation and representations, s/he or it shall fully disclose the circumstances surrounding the noncompliance.

**D Sanction approval process:**

- 1 **International:** These 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:** These sanctions shall be signed and approved by (i) the Association sanctioning agent and retained in the Association office, with the concurrence of the appropriate Association sport committee chair, who shall receive a copy upon request, or (ii) by USATF. A copy of each sanction granted by an Association shall be forwarded to USATF, and a copy of each sanction granted by USATF shall be forwarded to the appropriate Association. If a single competition takes place in more than one Association (e.g. a road race), the Association sanctioning agent may sign and process the sanction for the event upon the approval of the Association membership chair(s) of the other affected Association(s).

**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 either by USATF or by the applicable Association;

- 3 **Awards:** Contains a statement listing all awards and prizes; and
- 4 **Doping clause:** In the case of international sanctions, national championships, trials competition for the selection of international teams (other than Masters), or when doping controls will be conducted, contains 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 in accordance with USA Track & Field rules and IAAF rules, and in accordance with USOC, USADA or IAAF procedures. Athletes found, after a disciplinary hearing, to be positive for prohibited substances, as defined by the IOC and 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.”*

**F Sanction fees:**

- 1 **Association:** 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.
- 2 **National:** A national sanction fee shall accompany all sanction applications.

**G Prohibition of sanction transfer:** Sanctions may not be transferred between organizations and/or persons. Any sanction so transferred shall be void for all purposes. The sanctioning Association and the National Headquarters shall be empowered to 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 issuer of its sanction 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 **Financial statement:** A final financial statement listing all receipts and disbursements in connection with the sanctioned events (not applicable to events sponsored by USATF);
- 2 **Payments:** If funds are paid to athletes, the names, addresses, and social security number of such athletes and the amounts and explanations of such 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, and
- 4 **Other:** Such other information required by the CEO, President, or Board concerning the sanctioned event.

**I Prizes:** The amount and form of prizes, payments of money, and other things of value awarded to athletes competing in International or Elite sanctioned competitions, together with the structure of payment, including the use of the direct payment license program (DPL), shall be governed by IAAF rules.

- 1 **Untested competitors:** An event director shall pay prize funds for all non-contested places (see USATF Competition Rule 73) 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 tested.
- 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 cashiers check or money orders, payable to DPL of the prize winners. 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 which uses in any manner the word “Olympic” (or any derivative thereof) in connection with the event unless prior written consent is obtained from the USOC through the National Headquarters.

## REGULATION 15 ASSOCIATIONS STANDARDS & ELECTIONS

**A Association accreditation:** All Associations shall be accredited biannually by the Member Services Committee. The standards and process shall be:

- 1 **Minimum standards:** In order to maintain good standing, an Association shall be required to meet the following standards:
  - a **Required standards:** Associations shall be required to maintain minimum standards and membership levels set by either the Member Services Committee or the Associations Committee and approved by the Board in each of the following categories. Such membership levels may vary for individual Associations or categories of Associations.

- ii Dues-paying members per 100,000 population in the Association;
  - iii Organizational members;
  - iv Organizational members per 100,000 population in the Association;
  - v Member officials;
  - vi **Association documents:** Associations shall be required to submit to the USATF National Office a copy of its Association documents, as set forth in Article 6;
  - vii **Annual meeting:** Associations shall hold an annual meeting; and
  - viii **Financial report:** Associations shall be required to submit to the USATF National Headquarters annually a copy of the 990 or 990EZ (or such form as shall replace them at the discretion of the Internal Revenue Service) tax form for the Association. If the Association is not required to file the tax form by the IRS, it shall submit a completed 990 EZ to the National Headquarters.
- b Other standards:** Associations shall be required to fulfill at least six of the following nine requirements. The minimum levels and standard definitions shall be set by either the Member Services Committee or the Associations Committee and approved by the Board unless otherwise specified. Each Association shall:
- i hold association championships in each sport committee's discipline;
  - ii sanction a minimum number of events each year;
  - iii sanction a minimum number of events each year per 100,000 population in the Association;
  - iv be represented by a minimum number of delegates at the Annual Meeting
  - v be represented by one or more representatives at each session of the Associations Committee meeting at the Annual Meeting;
  - vi maintain a viable web site;
  - vii mail and/or e-mail at least one newsletter per year to its members;
  - viii host at least one Coaches' Education school every four years; and
  - ix attend at least one Association workshop every two years;
- c Revision to categories:** The Member Services Committee or the Associations Committee, with notice to the other committee, may propose and the Board may approve the addition and removal of categories and minimum standards;
- 2 Timeline:** Associations shall be accredited biennially beginning in 2001. The accreditation process shall commence in each odd-numbered year, and shall follow the timeline set forth below.
- a Collection of statistics and other information:** The National Headquarters shall collect and provide to the Member Services Committee the statistical and other information for each Association, including special considerations for Associations, set forth in the requirements for accreditation during January and February of the first year;
  - b Analysis:** The Member Services Committee shall analyze the information provided by the National Headquarters during March and April of the first year;
  - c Notification:** Associations shall be notified by the Member Services Committee of the statistical and other information during May of the first year. Associations shall also be notified whether they meet requirements for accreditation, for special recognition, and of any deficiencies;
  - d Plans for improvement:** Associations which are deficient in any accreditation requirement shall each prepare a plan for improvement with assistance from the Associations Committee during the months of June through October of the first year;
  - e Approval of plans:** All plans for improvement shall be subject to approval by the Member Services Committee or its designated subcommittee by the end of December of the first year. If an Association fails to present a plan, the time line for the second year shall be accelerated;
  - f Updating of statistics:** The National Headquarters shall collect and provide to the Member Services Committee updated statistical and other information for each Association set forth in the requirements for accreditation during January and February of the second year;
  - g Updated analysis:** The Member Services Committee shall analyze the updated information provided by the National Headquarters during March and April of the second year, focusing on deficient associations;
  - h Implementation of improvements:** The Associations Committee shall monitor and assist deficient associations in implementing improvement plans during the second accreditation year;
  - i Analysis for compliance:** The National Headquarters shall further update and provide the statistical and other information set forth in the requirements for accreditation to the accreditation subcommittee of the Member Services Committee during the months of September through November of the second year;
  - j Accreditation:** The Member Services Committee shall take one of the following actions with respect to each Association by the end of December of the second year. Each Association shall be notified in writing.
    - 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

follows:

- a Deadline:** All appeals shall be made in writing by an Association no later than January 15 following the end of the second year, or in the case of an accelerated action, no later than 20 days following the receipt of notice of an adverse action;
- b Appeal panels:** Appeals shall be referred to an NABR panel composed of panelists from USATF regions other than that of the Association. The panels shall be selected as follows:

ASSOCIATION LOCATION    PANEL LOCATION

East	South
South	North
North	West
West	East;

- c Final decision:** The NABR panel's decision shall be final, unless appealed in accordance with Regulation 11 (pages 78-81); and
  - d Basis of appeal:** Incorrect statistical data or other incorrect information about accreditation requirements shall not form the basis of an appeal unless such objections were previously raised before the Member Services Committee; and
- 4 Recognition of outstanding Associations:** The Member Services Committee, subject to approval by the Board, shall set standards of excellence for recognition of "Gold," "Silver," and "Bronze" Associations. Awards shall be made by the Associations Committee annually at the Summer Association Workshop (or other appropriate time), and shall be published in the annual report of USATF and on the USATF web site.

**B Association elections:** All Association elections for officers and sport committee and other chairs shall use common guidelines and procedures to ensure fairness and openness. These provisions shall be:

**1 Election notice:**

- a Distribution:** Notice must be distributed by mail, newsletter, local Association web site, and/or the National Headquarters's web site;
- b Web site use:** If a web site is to be used to inform members of the elections, then members must be informed where to find information on the web site through a mailing or newsletter;
- c Prior arrival:** The initial meeting notice must be sent by means under which it will arrive at least thirty (30) days prior to the beginning of the elections process; and
- d Changes:** Any notice of a meeting change or a change in the election process must be at least fourteen (14) days prior to the meeting;

**2 Nominating process:**

- a Nominating committee option:** Use of a nominating committee by an Association 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 formulation of the ballot. A clear process must be provided to each member, and the nominating process must not be unduly rigorous;
- d Membership & 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); and
- e Nominations and seconds:** A candidate needs one (1) nominator and one (1) seconder who are both members;

**3 Voter criteria:**

- a One person-one ballot:** One (1) person shall cast only one (1) ballot, regardless of how many positions within 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 in the month which ends more than one full month preceding the election (e.g., if the election is held at any time in September, the membership must be processed by July 31);
- e Appointees:** An appointed committee chair or Board member shall not vote in elections in that capacity, but may otherwise qualify for a vote;
- f Organizations:** Organizations shall have a minimum of one (1) vote, with the Association having the option of awarding additional votes based on the size of organizations;
- g Organization voters:** If an organization has more than one (1) vote, each ballot must be cast by a different representative; and
- h Membership:** Organizations and any person representing an organization in Association voting matters must be members of USATF;

**4 Conduct of voting:**

- a Options:** There are three methods which 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 the approval of the Member Services Committee;
- b Mail ballot:** Minimum provisions for an open mail ballot to all members of an Association are:

- iii The return address and deadline must be printed on the ballot; and
- iv The ballots must be held together, remain unopened until the voting panel is assembled, and be counted together by the voting panel;
- c **Open meeting ballot:** Minimum provisions for an open meeting ballot where all members of the Association are eligible to attend and vote are:
  - i Credential disputes must be resolved before the election process is started with nominations and/or the report of the nominating committee;
  - ii Uncontested elections may be voted by acclamation; and
  - iii A secret ballot must be used for contested elections.
- d **Balanced meeting ballot:** In addition to the open meeting ballot provisions in (c) above, minimum provisions for a balanced meeting ballot where only selected members of the Association are eligible to vote are:
  - 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 must choose one constituency in which to vote at the meeting;
  - v Constituencies with more individuals than votes allowed will caucus before the election to determine the voters or apportionment of votes; and
  - vi In an athlete caucus, youth (18-year old), open (non-international ages 19-39), international ("ten-year" rule regardless of age), 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 a division above shall be as equal as possible, regardless of the number of athletes present from a division;
- e **Balanced mail or electronic (e.g. email or fax) ballot:** In addition to the mail ballot provisions in (b) above, minimum provisions for a balanced mail or electronically distributed ballot, where only selected members of the Association are eligible to vote are:
  - i The Association bylaws must state how a minimum 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 (20%);
  - iv Individuals who are eligible to cast a ballot on more than one constituency must choose one constituency in which to vote;
  - v Constituencies with more individuals than votes allowed will determine before the election the voters or apportionment of votes; and
  - vi In the Active Athlete constituency, youth (18-year old), open (non-international ages 19-39), international (ten-year rule regardless of age), and Masters (40-and above) athletes must each be represented if member athletes are available. In such a case, the number of votes granted to a division above shall be as equal as possible.

## 5 Counting of ballots:

- a **Panel:** A panel of at least three (3) individuals, at least one (1) of whom must be an athlete, shall count the ballots and sign the tally. All panel members shall be of voting age. The panel shall not include any individual who is a candidate for a contested office;
- b **Consultation:** The panel may consult as necessary with the chair, secretary, and/or parliamentarian (so long as they are not candidates for contested offices) on procedural matters;
- c **Mail ballots:** Mail ballots shall only be opened in the presence of the entire panel. 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;

## 6 Committee and council chairs:

- a **Age and terms:** All committee and council chairs, whether elected or appointed, shall be at least 18 years of age and members of the Association. Chairs shall be elected or appointed for specific terms which 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 which is held separately from the general elections, either by time or location, and at a minimum, shall be advertised to all member organizations in the Association active in the discipline. The election may also be conducted by mail or electronic ballot;
- 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; and

distance running (men's, women's, masters, cross country, and Mountain/Ultra/Trail), and general competition (masters track & field, youth, and Associations);

**7 National delegates:**

- a Local option:** National delegates may be elected or appointed, according to local bylaws; and
- b Plurality:** When delegates are elected, a plurality vote 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;
- b Plurality:** In other mail ballot elections, a plurality may be accepted;
- c In-person majority:** In elections conducted at meetings, a plurality may not be accepted in the first round except for the election of national delegates; and
- 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 11:** Except as indicated below, Regulation 11 (pages 92-94) shall apply to election grievances. Protests may only be made after the election process is concluded;
- b Panel composition:** An NABR panel from a different USATF region shall be appointed to conduct the hearing. All hearings shall be by conference call. The panelists shall be selected as follows:

ASSOCIATION LOCATION	PANEL LOCATION
East	South
South	North
North	West
West	East

- c Invalidation:** The NABR panel shall invalidate an election if it is found that one or more infractions occurred and likely changed the outcome of an election; and
- d Further action:** The NABR panel may recommend or require changes for future elections in the Association;

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

**11 Transition date:** Associations shall amend their bylaws to reflect the provisions of this paragraph no later than the annual meeting in 2001.