

Section III



OPERATING REGULATIONS

Please note that highlighted areas are the substantive changes made in 2007.

REGULATION 1
MEMBERSHIP

Qualifications, application procedures, and fees for membership categories, specified in Article 5, Article 6, and Regulation 15 shall be as follows:

- A. **Individual Membership:** Individuals may apply for membership in USATF through an Association or the USATF website – www.usatf.org. Except in circumstances permitted pursuant to Regulation 7-C-3-c, a member may only belong to a single Association as an athlete at any one time. Otherwise, a member may belong to more than one Association, provided the member is registered as an athlete in no more than one of the Associations. A member belonging to multiple Associations must pay a full membership fee to each of the Associations. Coaches and others who work with youth athletes may be subject to a compulsory disclosure program approved by the Board.
- B. **Professional athlete membership:** USATF may, through the Elite Athletes Programs Department, and in conjunction with the Professional Athletics Association, offer Professional Athletes an enhanced membership package, which shall include membership in both USATF and the Professional Athletics Association.
- C. **Club/organization membership:** Clubs or organizations may apply for membership by submitting the appropriate application to the Association in their geographic area.
- D. **Association membership:** Associations and their membership are governed by Article 6. There shall be no dues or fixed term of membership for Associations.
- E. **National sports organizations membership:** These organizations are defined by Article 5-D of the Bylaws.
1. **Membership application process:** Any national sports organization seeking to become a member of USATF as a sports organization, other than those currently recognized in the exhibits section of this handbook, shall apply in writing to the Organizational Services Committee chair for recognition by USATF. Such application shall set forth the qualities of the applicant that qualify it for membership. The Organizational Services Committee shall promptly review the application and forward it to the Board, together with its assessment of the qualifications of the applicant and the action recommended by the committee. Final decisions on membership applications shall be made by the Board. After Board approval the Organizational Services Committee shall review all such memberships, biennially, to determine compliance with applicable rules.
 2. **Membership dues:** Each national sports organization member shall pay annual dues to USATF as determined by the Board.
- F. **Other constituencies membership:** These sports organizations are defined by Article 5-E of the Bylaws.
1. **Membership application process:** For national Athletics organizations, national coaching organizations, sports for the disabled organization, and other classes of national organization membership, a letter requesting admission to membership shall be sent to the USATF National Office. Such application shall set forth the qualities of the applicant that qualify it for membership. The application shall be referred to the Organizational Services Committee, which shall promptly review it and make a recommendation for action to the Board. Final decisions on membership applications shall be made by the Board. For all other classes of national organization membership, application shall be made to the National Office or, if permitted, to the membership chair in the Association of applicant's residence or headquarters location. The Organizational Services Committee shall review all such memberships, biennially, to determine compliance with applicable rules.
 2. **Membership dues:** Each national organization member shall pay annual dues to the National Office as determined by the Board.
- G. **Dues and fees:** Dues and fees for all categories of membership are under the sole control of the Board. Dues and fees for individual members and club organizations shall be proposed annually by the National Office, after soliciting input from USATF's committees and Associations. Dues and fees for national sports organizations and other constituent members shall be proposed by the National Office, with input from the Organizational Services Committee. The Board shall approve dues and fees for the coming budget year before the Budget Committee presents a budget to the Annual Meeting for approval.

- H. **Suspension and expulsion:** Any Association or sports organization recognized by USATF which violates any of the provisions of these Bylaws, or the Operating Regulations, or any operating policy of USATF approved by the Board, or which by definition or practice no longer fulfills the criteria of its category of membership may be suspended, after due notice and an opportunity to be heard by a three (3) person panel of the Board, appointed by the President, including one (1) Active Athlete. At its next meeting, the panel's decision shall be voted upon by the Board. The Association or sports organization may be expelled only upon a two-thirds vote of the Board. If an Association is expelled, its geographic area shall be reorganized or assigned to one or more Associations of USATF, consistent with these Bylaws and the Operating Regulations. This paragraph shall operate in addition to and independently of the accreditation process set forth in Regulation 15.
- I. **Delinquency:** Any member of USATF pursuant to Article 5 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, to be concluded prior to the Association or its members receiving voice or vote in the affairs of USATF.

REGULATION 2
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 Regulation 9 and applicable IAAF Rules in the exhibits section of this handbook. 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 Regulation 9 and applicable IAAF Rules in the exhibits section of this handbook.*
- 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 and applicable IAAF rules in the exhibits section of this handbook to be certified as IAAF eligible.*
- C. **Collegiate and Armed Forces eligibility:** *In lieu of membership at open Association Championships, the Association membership committee may accept from a coach or designated official of a recognized educational institution or branch of the armed forces, a roster of athletes with a signature certifying that the athletes are eligible to compete for the institution or branch under the rules of USATF and the IAAF. This roster shall only be in effect for the date(s) of the championship, although the Association may at its discretion accept the same certified roster in another championship. This certified roster 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
NATIONAL 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 position. The plan shall require that all applicants be USATF members. The approved plan shall be mailed to each Association's Sport Committee chair for the appropriate sport discipline, and be listed in a special section of the USATF web site.
- B. **Diversity:** International team staff shall reflect the diversity of the sport, with special emphasis given to the inclusion of women, and ethnic and racial minorities.
- C. **Staff performance:** The National Office 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 Office. These records, or a summary of their contents, shall be prepared by the National Office, and shall be reviewed and taken into consideration by the appropriate committee(s) prior to the recommendation or selection of an individual as a team staff member.
- D. **General Selection Procedures:** Team staff for international competitions other than the Olympic Games, IAAF World Outdoor Championships in Athletics, and Pan American Games shall be nominated by the executive committees of the relevant Sport Committees or councils having jurisdiction over the sport disciplines and voted upon by the members of the committee. In the event that the applicable Sport Committees or councils cannot agree, the selection shall be made by the Board. In the event that a national team staff person resigns or is unable to serve, prior to the next scheduled meeting of the appropriate Sport Committee or council, the chair of that body shall 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. **Conflicts of interest:** Any individual selected as a national team staff person must commit his or her full time and attention to the position for the full duration of his or her travel with a USATF national team. Family, personal or professional conflicts that arise after an individual's selection as a national team staff member shall be disclosed to the President, CEO, and chairperson of the applicable sports or administrative committee, as soon as they arise, but in no event later than forty-eight (48) hours thereafter. Such conflict may be the basis for removal or replacement of such individual as a national team staff member by the President, CEO, and relevant committee chairperson, or by the Board. USATF shall not be obligated to exceed the funding budgeted for a national team staff person in order to accommodate such individual's family, personal, or professional issues.
- F. **Olympic Games, IAAF World Outdoor Championships in Athletics and Pan American Games:** All of the coaching, managerial, and other non-medical 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, with consultation with the chair of the Coaches' Advisory Committee at least seven (7) of whom shall be active coaches;
 - c. **One (1) representative** appointed by the chair of the Men's Long Distance Running Division;
 - 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:
- 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;
 - 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, with consultation with the chair of the Coaches' Advisory Committee at least three (3) of whom shall be active coaches;
 - One (1) representative** appointed by the chair of the Women's Long Distance Running Division;
 - One (1) representative** appointed by the chair of the Race Walking Committee; and
 - 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; and
6. **Limitations:** The international staff selections shall be subject to the following limitations:
- 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);
 - Lifetime restrictions:** An individual may serve only once in his or her lifetime as head Olympic coach and head Olympic manager; and
 - 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, World University Games, or Pan American Games team.
- G. **Medical support staff:** USATF shall post on its web site, in an identifiable location, the list of qualifications and the application and selection processes, including application forms and deadlines, for all medical staff positions for all international competitions. Medical staff shall be selected by the Sports Medicine & Science Committee, which shall provide a list of appointments to the chair of the appropriate Sport Committees or councils, the Athletes Advisory Committee, and the National Office 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.
- H. **Media support staff:** Media support staff shall be designated by the National Office.

**REGULATION 4
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 Office.*
- 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 Office;*
 2. **Other national championships:** *All other Sport Committees shall determine the dates of their championships after consulting with the National Office; 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, in conjunction with the National Office. 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 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 Office to any prospective bidder and all Associations. The application form shall include the necessary information to assure the National Office and the Sport Committee(s) concerned that the championships will be efficiently administered and safe for the competitors. The application 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 of the championship; and (iii) what provision will be made for assisting officials with transportation, food and/or lodging, and encouraging such assistance. This portion of the form shall be shared with the chair of the Officials Committee before consideration of this bid;*
 2. **Notification of championships available:** *By May 1, the National Office 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 details:** The individual(s), names of committee members, or legal entity submitting the bid shall be clearly identified in the bid application, and bidder shall submit any additional information requested by USATF to verify his, her or its legal authority to assume responsibility for conducting a USATF national championship. The role of the local Association shall be clearly stated on the application. If a bidder intends to assign part of its responsibilities for conduct of the championships to another entity, the bidder shall provide USATF with a copy of the document assigning such responsibilities, provided, however, that bidder shall remain legally responsible to USATF for the conduct of the championships. When the bid provides for profit-sharing or minimum guarantees, an itemized budget shall be submitted with the application. Bids involving one or more championship categories or more than one Sport Committee (joint bids) shall state whether 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 bid shall not consider the bid without such an acknowledgment, unless the bid has been furnished with a satisfactory explanation for the absence;
 5. **Submission of bid:** Copies of the completed application shall be returned to the National Office 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. 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 Office, and verification of the legal authority of the bidder, 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 competent third party within the geographic area of the Association. The awardee shall assume all financial and operating responsibilities required by the bid application and all applicable 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 Office;
 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. The contract shall include provisions containing a list of the parties responsible for equipment, facilities, personnel, volunteer recruitment, clerical work, and other matters relating to the conduct of the championship. If the awardee is not an Association, the services to be provided by the Association, together with the fees to be paid by the awardee to the Association for providing such services and sanctioning the event shall also be included in the contract. Prior to approval by the parties, the USATF CEO may make such changes in the championship contract as 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 subparagraph G-1 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; or as otherwise agreed between the applicable Sport Committee and the National Office;
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 the events below as follows:

1. **USA Indoor and Outdoor Championships, Junior Track & Field Championships, and Olympic Track & Field Trials:**
 - a. **Applications:** No later than September 15 of each year, provided location and dates of championships have been determined, application forms shall be mailed to every competition officials certified at the national or masters level. In the event the location and/or dates of championships have not been determined by September 15, the application forms shall be mailed immediately following the determination. The application form shall apply to the USA Open Indoor and Outdoor Track & Field Championships, the USA Junior Outdoor Track & Field Championships, and the Olympic Track and Field Trials. Every official to be invited to the above championship shall be certified as an official at a masters or national level, and be a member of USATF. Applications must be postmarked by the October 15 deadline.
 - 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 Officials Committee to the Men's and Women's Track & Field committees through the National Headquarters by November 15. Referees, NTOs, and members of the juries of appeals must be a member of USATF, and shall be selected by the chairs of each of the above two 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;
 - 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 Athletes Advisory:** three (3) Active Athletes appointed by the AAC chair;
 - d **Chair:** The chair of the Selection Committee shall be the Chair of the National Officials Committee or her/his designees who shall serve for a term which coincides with the National Officials Committee Chair's term of office;
 - e **Self-selection:** The Selection Committee may not select one of its own members to officiate any event.
 - 2. **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.
 - 3. **Special selections:** 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. **Process:** 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 any; and
 - 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; and
 - 4. **Diversity:** In nominating officials for selection for national championships or Olympic Trials, the selection body shall give appropriate consideration to recommending a diverse pool of qualified officials, taking into account the age, gender, and associational and ethic background of each nominee recommended for selection.
- 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 National Office 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 Office, 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 Office without delay;
3. **Processing:** Upon receiving a record application form and any accompanying documentation, the National Office 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 effect signed by the President and the chair of the Records Committee.

REGULATION 6
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 defined in the Long Distance Running Division, Article 15-D.

**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. **Athlete Affiliation:** An athlete may compete as a representative of a local club, educational institution, or other organization, and additionally may be listed as competing for a club and/or sponsor, subject to regulations of the USOC. The club and athlete must be members 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 Association, in writing or online, prior to the effective date of the change;
 4. **Fees for changes:** All applications for changes of representation must be accompanied by a fee, if any, to be determined by the local membership committee and/or local Sport Committee.
- B. Residency exceptions:**
1. **Residency exceptions:** Except as provided in Article VI, Section 1, Youth Athletics, Rule 300, General Rules, 1 (g) of the USATF Competition Rules, an Association may permit an athlete who is a bona fide resident to be a member of another Association by the agreement of the two Associations. An agreement may concern individual athletes or all athletes who reside in a certain area. An athlete who is unable to obtain 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.
 2. **Team Scoring:** Sport Committees may establish residency requirements for championships' team scoring and participation in USATF sponsored events (e.g. Youth Athletics/Junior Olympics) which shall be reflected in the competition rules and/or in the information provided by the event in its athlete information. The Club Council may establish residency requirements for participation and team scoring in open club championship events.
- 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 not have competed for the first club in sanctioned competition for the previous ninety (90) days regardless of residency, unless the athlete falls within one of the exceptions 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. 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.*

REGULATION 8
CLUBS

- A. **Definition:** Clubs are organizations of athletes and others who participate in USATF programs as teams or individuals representing clubs. There shall be various types of USATF clubs, based on the types of programs and purposes they serve. Clubs may have more than one purpose. All clubs shall be considered Association clubs and shall become members by joining the Association in which they are located.
- B. **Club classifications:** Clubs are classified as follows:
1. **Competitive:** Clubs which primarily prepare athletes for competitive opportunities shall be referred to as competitive clubs;
 2. **Affiliated:** Clubs which primarily stage events or provide competitive opportunities to the public shall be referred to as affiliated clubs;
 3. **Training:** 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).
- D. **Conflicts of interest:** No club shall represent a member athlete in any transaction if such a representation is a conflict of interest.

REGULATION 9
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 the exhibits section of this handbook.*

**REGULATION 10
DOPING CONTROL**

This Regulation 10 shall apply to all doping controls conducted on or after December 4, 2005.

- A. Definitions:** *The following terms shall have the indicated meaning when used in this Regulation:*
1. **Doping:** *Doping is the occurrence of one or more of the violations defined as “doping” by IAAF Rules;*
 2. **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;*
 3. **In-Competition Drug Testing:** *Drug testing that takes place during a selected competition;*
 4. **World Anti-Doping Code:** *That version of the World Anti-Doping Code Prohibited List adopted by the IAAF;*
 5. **Out-of-Competition Drug Testing:** *Drug testing that takes place when an athlete is not competing;*
 6. **Prohibited Substances:** *The prohibited substances identified in either the WADA Anti-Doping Code or the IAAF Procedural Guidelines for Doping Control; and*
 7. **USADA:** *The United States Anti-Doping Agency, 1330 Quail Lake Loop, Suite 260, Colorado Springs, CO 80906; Telephone 719/785-2000 or 866/601-2632; www.usantidoping.org.*
 8. **USATF appeal of NABR decisions:** *Upon their own initiative, the President and CEO of USATF, after consultation with the General Counsel and Counsel to the Board, may initiate stay and appeal proceedings of any NABR decision and opinion which in their opinion clearly contravenes:*
 - a. **Federal law:** *The Sports Act;*
 - b. **USATF rules and regulations:** *USATF Bylaws, Operating Regulations, and/or Rules;*
 - c. **IAAF rules and regulations:** *IAAF Rules and Regulations; or*
 - d. **Other laws:** *Any applicable law.*
- B. Doping Control programs:** *USATF participates in several doping control programs which are conducted by USADA, the IAAF, and WADA. The IAAF may conduct doping control at USATF national championships competitions:*
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 or IAAF protocol. The organization responsible for drug testing will determine which protocol will apply; and*
 2. **Out-of-Competition Program (OOC):** *This program involves the testing of selected athletes for prohibited substances and techniques. The OOC shall include a program of unannounced, walk-up testing. The selection of those athletes to be tested pursuant to the OOC program shall be determined by USADA, in conjunction with USATF, on the one hand, or by the IAAF, on the other hand. Each athlete who is eligible to be drug tested, pursuant to this provision, is required to keep one (1) current address on file with the IAAF, USATF and USADA, and must notify the IAAF, USADA and USATF if the information on his/her previously submitted whereabouts or location form changes. It is each athlete’s responsibility to ensure that the IAAF, USADA, and USATF are informed of his/her whereabouts. 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 OOC program must meet the retirement requirements set forth in paragraph E below.*
- C. Anti-doping program:** *USATF shall participate in those anti-doping programs mandated by the IAAF and USOC under their respective constitutions, bylaws, and/or anti-doping rules. The Anti-Doping program shall apply to athletes and athlete support personnel, including but not limited to, coaches, trainers, managers, authorized athlete representatives, agents, team staff, officials, medical or para-medical personnel, or other persons working with or treating athletes participating in, or preparing for competition in, Athletics.*
NOTE: *The text of the applicable IOC, IAAF, USADA and/or USOC rules, protocols, and guidelines, relating to doping control are set forth in the attached see exhibits section of this handbook. 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, as mandated in Chapter XXIV(2)(G) of the USOC Bylaws. 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. **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.
 2. **Period of ineligibility:** For doping offenses in events conducted under the jurisdiction of the IOC, the penalties provided by the World Anti-Doping Code shall apply. In all other situations, an athlete or other person who commits a doping offense will be ineligible for the periods set forth below:
 - a. **Steroids:** For a steroid offense under IAAF Competition Rule 32.2 (a) involving substance listed in S4-1 (a) and (b) of the World Anti-Doping Code, the suspension shall be for life, provided that such lifetime suspension does not violate any provision of the Sports Act, including the provision that requires that USATF may “not have eligibility criteria related to amateur status or to participation in the Olympic Games, the Paralympic Games, or the Pan American Games that are more restrictive than those of the appropriate international sports federation;”
 - b. **Other substances:** For offenses involving all other substances or activities prohibited by IAAF Competition Rule 32.2, the penalties provided in IAAF Competition Rules 39 and 40 shall apply.
- 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 the exhibits section of this handbook. Retired athletes are ineligible to return to competition for a minimum of twelve (12) months and must make themselves available for OOC drug testing for a period of six (6) months prior to returning to competition.
- 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:** Reinstatement after doping suspensions shall be governed by IAAF Rules 40.12, 40.13, and 40.14. An athlete who has been declared ineligible and subsequently successfully completes reinstatement drug testing pursuant to IAAF Rule 40.12, shall be automatically reinstated upon issuance of a reinstatement letter by USATF or IAAF.
- H. **Notification of penalties:** Upon a finding by a hearing panel that doping has occurred, USATF shall provide notice of the penalty(ies) to be imposed by means of a letter sent by facsimile transmission, regular mail, and/or by overnight mail.
- I. **Confidentiality of test results and doping offenses:** Except as provided in paragraph J 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 – the USOC, USADA, the IAAF, WADA, and the IOC.
NOTE: If the athlete or the athlete’s representative breaches confidentiality, USATF’s response shall not constitute a breach of confidentiality.
- J. **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.

REGULATION 11
FORMAL GRIEVANCES AND DISCIPLINARY PROCEEDINGS

- A. Jurisdiction:** *The jurisdiction of USATF and its Associations with respect to disciplinary, formal grievance, and other necessary proceedings shall be, but is not limited, as follows:*
1. **Jurisdiction over grievances:** *USATF shall have exclusive jurisdiction over all informal and formal grievance proceedings in which a Grievance Complaint has been filed in accordance with USATF Regulation 11-C and 11-F below;*
 2. **Jurisdiction over disciplinary matters:** *USATF shall have exclusive jurisdiction over all proceedings involving:*
 - a. *A Disciplinary Complaint filed under Regulation 11-D below;*
 - b. *Persons from more than one Association;*
 - c. *Matters arising out of or resulting from national or international Athletics competitions;*
 - d. *Violations of IAAF Rules;*
 - e. *Conduct prohibited by the Sports Act; and/or*
 - f. *Sexual misconduct;*
 3. **USATF jurisdiction over Association matters:** *USATF shall have exclusive jurisdiction over all matters relating to an Association in which jurisdiction has been specifically granted by the USATF Bylaws and/or Operating Regulations; and*
 4. **Association jurisdiction:** *Except as provided above, USATF Associations in good standing shall have jurisdiction over all disciplinary and formal grievance proceedings relating to matters that arise within the boundary of the particular Association, except sexual misconduct allegations which shall be under the jurisdiction of USATF. All penalties imposed by an Association shall be effective only within the jurisdiction of that Association.*
- B. National Athletics Board of Review:** *The following shall apply to the appointment and conduct of National Athletics Board of Review (NABR) arbitrators:*
1. **Regions:** *The NABR shall be divided into four (4) regions in accordance with the exhibits section of this handbook;*
 2. **Members:** *The NABR in each region shall consist of three (3) members: a chair, an at-large member, and an athlete member. There shall also be a first alternate, second alternate, and additional alternates who may be appointed from time to time;*
 3. **Terms:** *Appointments shall be made jointly by the Law & Legislation Committee chair and 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 as provided in Regulation 11-B-7 below;*
 4. **Hearings:** *The three (3) NABR members in a region shall serve as the arbitration panel conducting hearings in the region. If a member is disqualified or declines to serve, an alternate for the member shall substitute for the member. If a member, that member's alternate(s), and all other appropriate alternates are unable to serve, a special appointment may be made utilizing the procedures outlined in Regulation 11-B-3 above. The special appointment shall terminate upon conclusion of that matter;*
 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 to conduct consolidated hearings concerning some or all of the individuals;*
 6. **Effective date of decision:** *Unless a stay of enforcement is granted under Regulation 11-N-2 or 11-O below, a disciplinary or formal grievance decision shall be immediately effective on the date the decision is rendered; and*
 7. **Removal of an NABR member:** *An NABR arbitrator's term may be terminated for good cause by majority vote of the Law & Legislation chair, Athlete's Advisory Committee chair, and the President. Good cause may include, but is not limited to, the following:*
 - a. **Dilatory practices:** *An NABR arbitrator who causes or permits delays in the hearing process;*
 - b. **Failure to follow procedures:** *An NABR arbitrator who disregards the hearing procedures set forth in the USATF Rules, Bylaws, and/or Regulations; and/or*
 - c. **Detrimental actions:** *An NABR arbitrator who fails to apply USATF and IAAF Rules and Regulations as written.*
- C. Grievances:** *A grievance may involve any matter within the cognizance of USATF, other than doping offenses described in Regulation 10:*

1. **Grievance Complaints:** A Grievance Complaint shall state the following:
 - a. **Detrimental conduct:** Conduct detrimental to the best interests of Athletics or USATF has taken place;
 - b. **USATF violations:** A violation of any of USATF's Bylaws or Operating Regulations has occurred; or
 - c. **IAAF violations:** The IAAF rules of eligibility have been violated;
2. **Parties:** Grievance Complaints may be filed only by and against individuals or entities which were, at the time that the conduct complained of occurred, and at the time the Complaint is filed, members, directors, or officers of USATF or otherwise subject to the jurisdiction of USATF. A non-member, former director, or former officer of USATF shall be subject to the jurisdiction of USATF for the purpose of defending against a Grievance Complaint for an incident that occurred while he or she was a member, a director, or officer of USATF or otherwise subject to the jurisdiction of USATF. A Grievance Complaint may only be filed by a person or entity affected by the issues raised in the complaint; and
3. **Time limit:** Except as provided in Regulation 11-Q-3 below, Grievance Complaints must be filed within one (1) year from the time the complaining party knew or should have known of the act giving rise to the Complaint.

D. Disciplinary matters: USATF shall have the authority to discipline any member, delegate, athlete, coach, manager, official, trainer, member of any committee, and any other person or entity participating in Athletics who, by neglect or by conduct, acts in a manner subject to discipline pursuant to Regulation 11-D-1 below. Any athlete, coach, trainer, manager, administrator, or official who alleges that he or she has been denied an opportunity to participate in an Athletics competition shall be entitled to fair notice and opportunity for a hearing conducted pursuant to this Regulation. An expedited hearing may be requested, pursuant to Regulation 11-M below:

1. **Activities subject to discipline:** USATF may discipline any member, delegate, athlete, coach, manager, official, trainer, member of any committee, and any other person or entity participating in Athletics who, by neglect or by conduct:
 - a. **Detrimental conduct:** Acts in a manner detrimental to the purposes of USATF or Athletics;
 - b. **USATF, IAAF, and Sports Act violations:** Violates any of the Bylaws, Operating Regulations, or Competition Rules of USATF or the IAAF, or violates the Sports Act;
 - c. **National team conduct:** Violates a commitment as a member of a national team, as provided in Regulation 13; or
 - d. **Eligibility violations:** Violates the rules of eligibility for Athletics;
2. **Association disciplinary request:** Any USATF Association in good standing may recommend that USATF, under Regulation 11, discipline a member, delegate, athlete, coach, manager, official, trainer, member of any committee, or any other person or entity participating in Athletics;
3. **Association national suspension request:** Any USATF Association in good standing that has held a hearing and determined that a member, delegate, athlete, coach, manager, official, trainer, member of any committee, or any other person should be suspended or expelled, may request that said suspension or expulsion be extended on a national basis. The request shall be made on a form to be provided by the National Office, and be accompanied by the Association's opinion and a statement of the reasons why the suspension or expulsion should be on a national basis. (See the exhibits section of this handbook). The request shall be heard by an NABR panel in accordance with the procedures set forth in Regulation 11-F below;
4. **Association hearings:** A copy of the decision and opinion rendered as the result of a hearing by an Association shall be forwarded to the National Office. In the case where an Association has suspended a member, the National Office shall post the member's name, and the length and scope of suspension on the USATF web site; and
5. **Time limit:** Except as provided in Regulation 11-Q-3 below, disciplinary proceedings must be requested within one (1) year from the time the complaining party knew or should have known of the issue giving rise to the request for a disciplinary hearing.

E. Rights of persons or entities charged: In all matters subject to this Regulation, the athlete, coach, trainer, manager, administrator, or official, or entity charged shall be provided with fair notice and an opportunity for a hearing prior to the adjudication or imposition of any penalty by USATF or its Associations. Persons or entities charged:

1. **Respondent's representation:** May be represented in any disciplinary, grievance, or Association proceeding by a person(s) who may (but need not) be an attorney;
2. **Right to appeal:** May appeal any adverse decision in accordance with this Regulation;
3. **Attendance at hearing:** May be present at any hearing; and
4. **Presenting and challenging evidence:** Shall have the right to present evidence and witness testimony and to cross-examine witnesses testifying against him, her or it.

F. Initiation of proceedings: Disciplinary, formal grievance, and other proceedings of USATF not involving matters set forth in Regulation 10 shall be commenced as follows:

1. **Hearings:** In any matter in which a complaint has been filed in accordance with Regulation 11-C or 11-D above, the following procedures shall apply:
 - a. **Complaint procedures:**
 - i. **Filing location:** Complaints shall be filed with the National Office and the USATF Secretary. The National Office shall forward a copy of each Complaint to the President and to each party charged in the Complaint, as provided in Regulation 11-C-2 above and 11-G below;
 - ii. **Language:** All hearings under this Regulation shall be held in English. All documents filed and exchanged with respect to hearings under this Regulation shall be in English; provided, however, that an original document that is in a foreign language must be submitted along with an English translation. The party submitting the document shall bear the cost of obtaining its translation which shall be conducted by a reputable translator or translation service. In the event of a challenge to the accuracy of a translated document, the panel chairperson may direct USATF to order a translation of the document(s) in question and may allocate the cost of the translation to any party or all parties, as the panel deems appropriate;
 - iii. **Signature:** The Complaint shall be signed, sworn to, and notarized (see the exhibits section of this handbook);
 - iv. **Basis for the Complaint:** The Complaint shall allege clearly the nature of the dispute and, where appropriate, the USATF Rule, IAAF Rule, Sports Act provision, or USATF policy alleged to have been violated;
 - v. **Facts of allegation:** Factual allegations shall be separately stated in concise language with one allegation set forth in each numbered paragraph of the Complaint; and
 - vi. **Filing fees:** A filing fee of One Hundred U.S. Dollars (US\$100) must accompany an organization's complaint and a filing fee of Seventy-five U.S. Dollars (US\$75) must be paid by each individual filing a Complaint(s). The filing fee must be in the form of a certified check or money order made payable to USA Track & Field, Inc.;
 - b. **Failure to comply with Complaint procedures:** Complaints that fail to comply with the procedures outlined in Regulation 11-F-1 shall be returned to the filer with instructions explaining the deficiency. A returned Complaint may be re-filed within thirty (30) days of the initial filing. After thirty (30) days, the Complaint will be deemed abandoned;
 - c. **Informal resolution of grievances:** Upon receipt of a Grievance Complaint, the President or his/her designee shall make every effort to resolve the dispute through informal means. In disputes pertaining to a specific sport discipline, the CEO shall also confer with the chairperson of the Sport Committee for the discipline involved. As part of the informal resolution process, all persons or entities named in the complaint shall be served with a copy. All discussions related to the informal resolution of a complaint shall be confidential;
 - d. **Formal resolution:** If the informal resolution of the complaint is unsatisfactory to any party, or if a party declines to pursue informal resolution, the party may request that the complaint be resolved by a formal hearing before an NABR arbitration panel; and
 - e. **Hearing panel:** When one party has indicated that the matter cannot be resolved informally, the CEO, or his or her designee, shall select an NABR hearing panel, as provided within Regulation 11-B or 11-F-4, within thirty (30) days of the request for formal arbitration;
2. **Reinstatement hearing:** For any reinstatement request, the CEO, after consulting with the General Counsel, shall select an NABR hearing panel within thirty (30) days of receiving such request (see Regulation 12);
3. **Other hearings:** In all other disciplinary matters, the CEO shall select an NABR hearing panel within thirty (30) days of receiving authorization from the Board;
4. **Association:** In matters involving an Association (excluding internal Association hearings), the CEO shall select an NABR hearing panel from outside the region of the Association, within thirty (30) days

after the complaining party satisfies the applicable preliminary grievance, disciplinary, or appellate procedures. The panels shall be selected as follows:

ASSOCIATION LOCATION.....	PANEL LOCATION
East.....	South
South.....	North
North.....	West
West.....	East; and

- 5. **USATF representative(s):** The CEO may assign a person or persons to represent USATF’s interests in any proceeding. The representative(s) may be asked to perform the following tasks on USATF’s behalf:
 - a. **Relevant information:** Gather relevant facts and information;
 - b. **USATF evidence:** Present evidence at a hearing; and
 - c. **Challenge evidence:** Challenge, by cross-examination and other appropriate means, evidence presented by any party at a hearing.

G. **Notice of proceedings:** Within thirty (30) days of the commencement of all disciplinary, formal grievance, and other necessary proceedings conducted by an Association or by a panel of the NABR, all interested parties and the hearing panel shall be sent the following:

- 1. **Documents:** A copy of the complaint or other documents giving rise to the proceeding, with any attachments;
- 2. **Contacts:** The names of the hearing panel members and the address and telephone number of the panel’s chairperson;
- 3. **Regulation 11:** A copy of the text of this and any other relevant USATF Rule or Regulation; and
- 4. **Other relevant documents:** A copy of any specifically identified document(s) related to the dispute.

H. **Answer:** The person(s) or entity(ies) named in a Complaint (respondent(s)) must submit a written answer to the CEO within thirty (30) days after receipt of the letter notifying respondents that a proceeding has been filed (“Notice of Proceeding”). A copy of the Answer shall be forwarded by the CEO to the complainant (the party filing the Complaint) and the NABR panel. The failure of respondent(s) to answer within thirty (30) days after the receipt of the Notice of Proceedings will be deemed a waiver by respondent of the opportunity to have a hearing or have an appeal of any adverse Association or USATF Committee decision. Upon such failure, and after confirmation of the receipt of the Notice of Proceeding by all parties, the hearing panel may proceed in the absence of the respondent and may decide the matter with or without a hearing and with or without taking testimony and evidence, as it deems appropriate. If a party raises a hearing panel challenge under Regulation 11-I, the panel chair may extend the time to answer.

I. **Challenge to arbitrator(s):** Following the receipt of the Notice of Proceedings, any party to a hearing or an appeal, a person appointed pursuant to Regulation 11-F-5, or any NABR panel member may, prior to the hearing and during the fourteen (14) day period after receipt of the list of proposed arbitrators, challenge the seating of any panel member, on the ground that the panel member may not be impartial. The panel chairperson may extend the time to answer if a panel member is challenged. Failure to bring a timely challenge against the seating of an NABR arbitrator constitutes a waiver of such challenges.

J. **Hearing procedures:** The following procedures apply to disciplinary, formal grievance, and other hearings:

- 1. **Date:** The NABR panel chairperson shall consult with all interested parties and the USATF Representative, if any, during a pre-hearing conference to discuss scheduling and procedural matters. The NABR panel chairperson shall, within five (5) business days of the expiration of the arbitrator challenge period in subsection 11-I above, schedule a hearing, using best efforts to set a convenient time and date for all participants. The NABR hearing panel shall schedule the hearing to take place within thirty (30) days of the initial pre-hearing conference. The hearing date may be delayed beyond the thirty (30) day period only upon a showing to the NABR panel that a substantial injustice would otherwise occur. If an interested party causes a delay, the NABR panel may dismiss the proceeding or, at its discretion, rule against the party causing the delay. If the delay is the result of NABR panel inaction, the CEO may dismiss the panel and replace it with a new panel from among the NABR members. If a party to the proceeding fails to appear at the hearing, then the NABR panel may find the absent party in default and rule in favor of the party(ies) present;

2. **Venue for USATF proceedings:** Hearings shall be held by telephone conference call unless good cause is shown to the President and CEO that holding an in-person hearing is in the best interests of the sport of Athletics. 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 should resolve in-person. The in-person hearing request must be submitted to the President and CEO within ten (10) business days of the requesting party's receipt of the Notice of Proceedings and shall be ruled upon within five (5) business days. Failure to submit an in-person hearing request during the above-described timeframe constitutes a waiver of the right to request an in-person hearing. 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 only the reasonable travel, lodging, and food expenses of the person or entity inconvenienced by the change shall be paid by USATF;
 3. **Venue for Association proceedings:** All NABR proceedings that relate to an Association shall be held by telephone conference call;
 4. **Evidentiary rules:** The rules of evidence generally accepted in administrative proceedings shall be applicable to the hearing; the formal rules of evidence shall not apply;
 5. **Burden of proof:** The burden of proof is upon the complainant to prove by a preponderance of the evidence that conduct described in Regulation 11-C-1 or 11- D-1 above has occurred;
 6. **Hearing record:** A hearing record shall be made according to the following procedures:
 - a. **USATF proceedings:** In proceedings conducted by USATF, the National Office shall arrange for a transcript of the proceedings to be made. These transcripts shall be retained by the National Office, be kept confidential, and shall be made available to the appellate panel in the case of an appeal. Such transcripts shall be made available to the parties to the proceeding, at their own expense; and
 - b. **Association proceedings:** An official transcript or recording is highly recommended for hearings conducted by an Association. Any party to the proceedings may retain a court reporter or other competent individual to provide a transcript or recording of the hearing at that party's own expense. If made, such transcripts or recordings shall become the official record of the proceedings and a copy shall be provided to all parties at their own expense; and
 7. **Closed hearing:** Hearings shall be closed to the public. Witnesses shall attend hearings only as necessary to provide testimony.
- K. **Consolidated hearings:** If separate grievances, appeals, or disciplinary proceedings are filed involving related matters, the separate proceedings shall be assigned to the same NABR panel and may be consolidated, at the discretion of the NABR panel, into one hearing if, in the opinion of the NABR panel, doing so would promote a fair hearing process and would not hinder any party from receiving a fair hearing. The procedures of consolidated hearings shall follow the requirements of Regulations 11-J and 11-M.
- L. **Dismissals:** An NABR panel may dismiss a Grievance or Disciplinary Complaint upon its own motion or upon a motion of a party for the following reasons:
1. **Late filing:** The Complaint was filed after the established deadline;
 2. **Inadequate content:** The Complaint fails to meet the requirements of Regulation 11-C, 11-D, or 11-F above;
 3. **Lack of jurisdiction:** USATF or the NABR does not have jurisdiction over the matter;
 4. **No remedy:** The Complaint states a claim which USATF does not have the authority or ability to remedy;
 5. **Lack of standing:** The complaining party does not have standing; and/or
 6. **Excessive delay:** The complaining party has caused excessive and unnecessary delay in the hearing process.
- M. **Expedited hearing procedures:** If a matter before an NABR panel affects the rights of any eligible athlete, coach, trainer, manager, administrator, or official who is to take part in a protected competition, as that term is defined in Article IX of the USOC Constitution, (See exhibits section of this handbook), scheduled to take place prior to the time that has been established or that is likely to be set for a hearing, USATF shall, upon request by any party, conduct an expedited hearing upon notice to all parties concerned. The expedited hearing shall take place at a time and in a manner which will enable the individual to participate in the competition, should she or he prevail at the expedited hearing. The expedited hearing process outlined in

this subsection shall not be available to any athlete who wishes to contest a positive drug test, as such matters are exclusively under the jurisdiction of USADA, pursuant to the USADA Olympic Movement Anti-Doping Code. The following shall apply to expedited hearings:

1. **Appointment of NABR panel:** The CEO, or his/her designee, shall select an NABR panel within 48 hours of the request for the expedited hearing. The CEO shall appoint the panel chairperson;
2. **Date:** Following consultation with all interested parties and the USATF representative, if any, the hearing panel shall schedule a hearing at the earliest convenient time and on the earliest convenient date for all interested parties, prior to the scheduled competition or the deadline for entry in the competition. The NABR panel shall use all reasonable efforts to schedule the hearing no later than 48 hours before the scheduled competition. If an interested party causes a delay, the NABR panel shall rule in favor of the complaining party. If the delay is the result of panel inaction, the CEO may dismiss all or part of the panel and replace those members by random selection as described in 11-M-1. If a party to the proceeding fails to appear in person or by telephone at the hearing, the NABR panel may find the absent party in default and rule in favor of the party who is present;
3. **Venue:** All expedited hearings shall be held by telephone conference call, unless the NABR arbitrators and all parties are scheduled to be in the same location at the time of the hearing;
4. **Evidentiary rules:** The rules of evidence generally accepted in administrative proceedings shall apply at the hearing. The formal rules of evidence shall not apply;
5. **Burden of proof:** The burden of proof is upon the complainant to prove by a preponderance of the evidence that conduct described in Regulation 11-C-1 or 11-D-1 above has occurred;
6. **Hearing record:** In expedited proceedings conducted before an NABR panel, the National Office shall arrange for a transcript of the proceedings to be made, if possible. These transcripts shall be retained by the National Office, be kept confidential, and be made available to the appellate panel in the case of an appeal. Such transcripts or recordings shall be made available to any parties to the proceeding, at his, her or its own expense;
7. **Closed hearing:** Hearings shall be closed to the public. Witnesses shall attend the hearing only as necessary to provide testimony; and
8. **NABR decision:** The NABR panel shall render a decision within three (3) hours after the conclusion of the expedited hearing. The NABR panel shall render a written opinion within ten (10) days after the conclusion of the hearing. The NABR decision shall conform to the requirements of Regulation 11-N below.

N. NABR decisions and opinions: The following shall pertain to NABR final decisions and opinions rendered in hearings and appellate proceedings:

1. **Scope of decision:** All NABR panel decisions shall be consistent with USATF and IAAF Rules and Regulations, and the Sports Act. If the implementation of any NABR panel decision and opinion would have a significant budgetary impact on USATF, the Budget Committee chair and/or the USATF Treasurer shall review it and report their findings to the Board within thirty (30) days of the issuance of the opinion. In such instances, the decision and opinion shall not become final and binding unless and until approved by the Board. The Board shall determine to what extent any NABR decision and opinion having a significant budgetary impact on USATF may be implemented, in light of fiscal considerations, and may remand the matter back to the NABR panel for modification based upon budgetary directives from the Board;
2. **Form of decision and opinion:** The NABR decision shall state in one or two brief sentences which party the NABR arbitrators have ruled in favor of. The opinion of the NABR panel shall set forth the following:
 - a. **Issue:** The question(s) the NABR panel was asked to decide;
 - b. **Arguments:** A brief summary of the arguments made by each party;
 - c. **Findings of fact:** The findings of fact upon which the panel based its decision;
 - d. **Citations:** A citation to the applicable IAAF, USATF, Sports Act, or other applicable rule, bylaw or minutes, reports, guidelines, or other documents upon which the NABR panel decision is based, if any; and
 - e. **Stay provision:** Whether the effect of the decision shall be stayed in the event of an appeal, if appropriate;
3. **Time frame:** An NABR panel shall issue a decision with respect to the disciplinary, formal grievance, or other proceedings within fifteen (15) days after the conclusion of the hearing. The panel shall render a written opinion no later than thirty (30) days after the conclusion of the hearing, or after the submission of any post hearing documentation to the panel. For expedited proceedings, a decision shall be

rendered according to the requirements of Regulation 11-M-8 above. NABR arbitrators who fail to follow these timeframes may be removed as provided in Regulations 11-J-1 and 11-M-2 above. NABR panel opinions shall be available upon reasonable request;

4. **Effect of decision:** All NABR panel decisions shall be effective upon the date rendered, unless otherwise stated in the decision, or unless stayed under Regulation 11-O below or 11-N-2-e above.
 5. **Non-compliance with NABR order or decision:** The NABR panel may, upon its own motion or the motion of a party, make a finding that a party to a hearing has failed to obey the panel's interim order or decision. The panel shall give reasonable written notice and an opportunity for a hearing before the panel before making such a finding. If the panel finds that a party has disobeyed its decision, the panel shall impose a sanction on the offending party of not less than Two Hundred Fifty U.S. Dollars (US\$250), nor more than One Thousand U.S. Dollars (US\$1,000), payable to the other party, and may impose additional disciplinary measures authorized by this Regulation against the disobeying party. The panel shall issue a decision and opinion as provided in Regulation 11-N-2 above, which shall include its rationale, and the penalties imposed. A finding that a party has disobeyed a panel's order may be appealed pursuant to Regulation 11-P, below. All monetary sanctions shall be paid within thirty (30) days of the decision and opinion, or within thirty (30) days after all appellate remedies are exhausted, if the finding is appealed and affirmed; and
 6. **USATF appeal of NABR decisions:** Upon their own initiative, the President and CEO of USATF, after consultation with the General Counsel and Counsel to the Board, may initiate stay and appeal proceedings of any NABR decision and opinion which in their opinion clearly contravenes:
 - a. **Federal law:** The Sports Act;
 - b. **USATF rules and regulations:** USATF Bylaws, Operating Regulations, and/or Rules;
 - c. **IAAF rules and regulations:** IAAF Rules and Regulations; or
 - d. **Other laws:** Any applicable law.
 7. **Non-payment of non-compliance sanction:** If a party fails to pay a monetary sanction within 30 days after exhausting all appeals, the NABR panel that imposed the sanction may request that the Board suspend the party from USATF, until the party pays the sanction.
 8. **USATF appeal of NABR decisions:** Upon their own initiative, the President and CEO of USATF, after consultation with the General Counsel and Counsel to the Board, may initiate stay and appeal proceedings of any NABR decision and opinion which in their opinion clearly contravenes:
 - a. **Federal law:** The Sports Act;
 - b. **USATF rules and regulations:** USATF Bylaws, Operating Regulations, and/or Rules;
 - c. **IAAF rules and regulations:** IAAF Rules and Regulations; or
 - d. **Other laws:** Any applicable law.
 - e. **Appeals panel decisions:** An NABR appeals panel shall render a decision within fifteen (15) days after the conclusion of an appellate hearing. The NABR appeals panel concerned shall render a written opinion and recommendation no later than thirty (30) days after conclusion of the appellate hearing, or the submission of any post-hearing documentation to the panel. The opinion and recommendation shall be forwarded to the Board for appropriate action; and
 - f. **Appeal taken from Association decisions:** After the NABR appeals panel decision becomes final, the individual may seek reinstatement pursuant to Regulation 12.
- O. **Stays of enforcement:** A stay of enforcement of an Association, USATF Committee, or NABR decision may be issued under the following circumstances:
1. **Applicability of stays:** A stay of the enforcement of any decision may be granted by USATF, upon written application and a showing of good cause. A showing of good cause means that there is a strong likelihood that (a) the party appealing a decision will succeed in the appeal, and (b) that circumstances are present which clearly show that the party appealing would suffer irreparable harm unless the enforcement of the decision is stayed, pending the determination of the appeal; and
 2. **Procedures for a stay:** All stays of enforcement shall adhere to the following procedures:
 - a. **Time frame:** If a stay has not already been granted pursuant to Regulation 11-N-2-e above, an application for a stay of enforcement may be made within thirty (30) days after a final Association decision, NABR panel decision, or Committee decision, is rendered;
 - b. **Application:** The application for a stay shall be in writing and submitted to the CEO;
 - c. **Appeal requirement:** A notice of appeal, conforming to the requirements of Regulation 11-P below, shall accompany the application for a stay of enforcement. A request for a stay filed without a notice of appeal will be returned to the filer with instructions explaining the deficiency. A returned application for a stay of enforcement may be refiled, with a notice of appeal, within

fifteen (15) days of the initial filing. After fifteen (15) days, the application for stay of enforcement shall be deemed abandoned, the decision of the NABR shall have full force and effect, and the request for a stay may not be refiled; and

- d. **Panel hearing stay request:** The Appeals Panel appointed pursuant to Regulation 11- P below shall decide whether the stay will be granted. The decision of the Appeals Panel granting or denying the stay shall be final.

3. **Imposition of penalties:**

- a. **Notice of penalty:** The CEO shall notify the individual or entity of the penalties imposed against him, her, or it by overnight mail to the last address of record contained in USATF's membership database or to an alternate address subsequently provided in writing to USATF by the person or entity being disciplined. The notice of penalties may also be sent by facsimile (see exhibits section of this handbook);

P. **Appeals:** The following shall pertain to appeals from Association decisions or other USATF decisions that are appealable:

1. **Initiation of appeals:** Appeals shall contain the following:

- a. **Notice:** A written notice of appeal must be signed by the appellant (the party filing the appeal) and postmarked within thirty (30) days of the decision from which appealed (see exhibits section of this handbook):
- i. **Association appeal:** The notice of appeal from an Association hearing decision shall be sent to USATF, the USATF Secretary, the President of the Association, and the Association Secretary; or
 - ii. **NABR or USATF committee appeal:** The notice of appeal from an NABR or USATF Committee decision shall be sent to the CEO and the USATF Secretary;
- b. **Filing fees:** The written notice of appeal shall be accompanied by filing fees in the form of a cashier's check or money order made payable to USA Track & Field, Inc. for the following amounts:
- i. One Hundred Fifty U.S. Dollars (US\$150) for an organization or committee appeal that is accompanied by a transcript of the prior proceeding or minutes of the Committee meeting;
 - ii. Two Hundred U.S. Dollars (US\$200) for an organization or committee appeal that is not accompanied by a transcript of the prior proceeding or minutes of the Committee meeting; or
 - iii. One Hundred U.S. Dollars (US\$100) for an appeal by an individual;
- c. **Documents:** A copy of the notice of appeal and any supporting documents shall be sent to the other parties to the proceeding and to the appeals panel;
- d. **Stay of enforcement:** If a stay of enforcement of the decision appealed from has not been granted under Regulation 11-N-2-e above and is sought by the appellant in accordance with Regulation 11-0 above, the application for a stay of enforcement must accompany the written notice of appeal, and shall be decided by the appeals panel.
- e. **Appointment of arbitrators:** USATF shall appoint a panel of arbitrators to hear appeals as follows:
- i. **Association appeal:** The CEO shall appoint an NABR appeals panel from the appellant's region as provided in Regulation 11-F-4 above, within thirty (30) days of receipt of the notice of appeal; or
 - ii. **NABR or USATF committee appeal:** Within thirty (30) days of receipt of the notice of appeal from an NABR or USATF Committee decision, the chair of the Law & Legislation Committee shall appoint an appeals panel by selecting three (3) members from the Law & Legislation Committee, with one being an Active Athlete, to hear the appeal;
- f. **Panel chairperson:** The NABR appeals panel shall select a chairperson within five (5) days of appointment to hear the appeal. If a panel chairperson is not selected within five (5) days, the CEO shall appoint the chairperson;
- g. **Abandonment:** If the appellant fails to appear on the date set for hearing the appeal, the appeal shall be deemed abandoned and shall be dismissed; and
- h. **NABR appeals panel replacement:** If the NABR appeals panel or appointed appeals panel fails to follow the timelines outlined above, the CEO or chair of the Law & Legislation Committee, as appropriate, may dismiss one or more members of the panel and replace them with newly-selected members as provided in Regulation 11-J-1 above; and

2. **Appellate procedures:** The following procedures apply to appeals:
 - a. **Date:** The appeals panel chairperson shall establish a hearing date within ten (10) days of appointment, after consulting the parties and the other panel members. The hearing shall be scheduled to commence within thirty (30) days following the appointment of the panel chairperson. The appeals panel chairperson may grant a reasonable delay, not to exceed thirty (30) days, if she or he determines that no prejudice would accrue to either party as a result of such delay;
 - b. **Venue:** All hearings shall be conducted by telephone conference call;
 - c. **Burden of proof:** The burden of proof is upon the appellant to prove that the decision being appealed was clearly erroneous;
 - d. **Presentation of appeal:** The appeal shall, at the option of the panel chair, be made by written presentation and/or oral presentation before the appeals panel, with each party presenting its reasons why the decision appealed from is correct or incorrect;
 - e. **Evidentiary limitations:** No new evidence may be presented to the appeals panel unless circumstances have changed or new facts have been discovered that were unavailable at the time of hearing. In such cases, the appeals panel may direct that such matters be presented to it, provided that all parties involved in the appeal have been given notice and are given adequate time to respond to the changed circumstances or previously undiscovered or unavailable facts;
 - f. **Appeals panel decisions:** An NABR appeals panel shall render a decision within fifteen (15) days after the conclusion of an appellate hearing. The NABR appeals panel concerned shall render a written opinion and recommendation no later than thirty (30) days after conclusion of the appellate hearing, or the submission of any post-hearing documentation to the panel. The opinion and recommendation shall be forwarded to the Board for appropriate action.

Q. **Penalties:** USATF penalties are subject to the following guidelines:

1. **Penalties available:** Under this Regulation the penalties that may be imposed are the following:
 - a. **Expulsion:** Expulsion from Athletics and/or membership in USATF;
 - b. **Suspension:** Suspension for a definite time period from Athletics and/or membership in USATF;
 - c. **Declaration:** A declaration that a person or organization is ineligible to participate in certain USATF activities for a stated period of time;
 - d. **Restitution:** Reimbursement or payment of the documented costs and/or expenses of the winning party, provided that the costs and expenses are directly related to the issue in dispute. Hearing filing fees may be charged to the losing party. Each party shall bear its own attorneys fees;
 - e. **Censure:** Censure by USATF;
 - f. **Admonishment:** Admonishment by USATF; and/or
 - g. **Specific relief:** An order requiring a party to take specific action or cease taking specific action, as the facts and circumstances dictate;
2. **Doping offense penalties:** Regulation 10 shall apply to doping offenses;
3. **Sexual misconduct penalties:** The following shall apply to 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. **Conviction:** 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. **Victim:** The offense need not have been against the individual bringing the grievance or against any other individual involved in the sport of Athletics;
 - c. **Statute of limitations:** There shall be no statute of limitations applicable to the grievance (i.e., Regulation 11-C-3 above shall not apply);
 - d. **Evidence:** The charged individual may introduce evidence showing:
 - i. **Circumstances:** Extenuating circumstances relating to the offense; and/or
 - ii. **Conduct:** The individual's conduct subsequent to the commission of the offense, including evidence relating to medical or psychological treatment or rehabilitation; and
 - e. **Discipline:** Unless a panel finds that adequate evidence has been presented in accordance with the preceding sub-paragraph (d), the discipline imposed must include a lifetime prohibition against involvement in the sport of Athletics in any capacity involving youth or junior clubs, programs, or competitions in Athletics;

4. **Imposition of penalties:** *USATF shall impose penalties using the following procedures:*
 - a. **Notice of penalty:** *The CEO shall notify the individual or entity of the penalties imposed against him, her, or it by overnight mail to the last address of record contained in USATF's membership database or to an alternate address subsequently provided in writing to USATF by the person or entity being disciplined. The notice of penalties may also be sent by facsimile (see exhibits section of this handbook);*
 - b. **Association and Board notice:** *The CEO shall also notify the relevant Associations and the Board, of the penalty imposed;*
 - c. **Association disciplinary notice request:** *Upon the request of an Association whose disciplinary penalty has been upheld pursuant to this Regulation, the CEO shall notify the Board, all Associations, and the appropriate Association and national committee chairpersons that such penalty has been imposed; and*
 - d. **Posting on website:** *The posting of a grievance or disciplinary penalty(ies) on the USATF website satisfies the notice requirement to Associations and to Association and national committee chairpersons; and*
5. **Reinstatements:** *Regulation 12 shall govern reinstatement requests.*

R. **Vexatious proceedings:** *An NABR panel may, upon its own motion or the motion of a party, make a finding that a grievance or other proceeding (1) is devoid of merit and (2) was brought by an individual or entity solely for the purpose of harassing or causing expense to another individual or entity. The panel shall give reasonable written notice and an opportunity for a hearing before the panel prior to making such a finding. If the panel finds that a party has initiated such a meritless and harassing grievance or proceeding, it shall order the offending party to pay the other party(ies) a penalty fee of not less than Two Hundred Fifty U.S. Dollars (US\$250) nor more than One Thousand U.S. Dollars (US\$1,000), plus the affected party(ies)' reasonable costs in defending the grievance or proceeding, including reasonable legal fees. The panel shall issue a decision and opinion as provided in Regulation 11-N and 11-Q above, which shall include its rationale and the penalties imposed. A finding of a vexatious grievance or proceeding may be appealed under Regulation 11-P above.*

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

**REGULATION 12
REINSTATEMENT**

- A. Scope:** *The reinstatement of any athlete declared ineligible in accordance with Regulation 10, or any person or entity otherwise declared ineligible, suspended, or expelled by the USATF or the USOC, shall be governed by this regulation. 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 in USATF or Athletics for a definite period, or suspended from USATF or Athletics for a definite period, shall be automatically reinstated upon written request by the person or organization at the conclusion of the period of ineligibility or suspension, provided that any conditions or tasks required in the initial disciplinary decision have been fully complied with.*
- D. Procedures:**
- 1. Request for reinstatements:** *If the automatic reinstatement provisions or Regulation 12-c above do not apply, then an application for reinstatement must be filed with the CEO which includes a satisfactory report on the circumstances surrounding the violation and indicating the basis upon which reinstatement should be granted;*
 - 2. Hearing panel:** *The Reinstatement Board (RB) shall hear all early doping reinstatement applications;*
 - 3. Members:** *The RB 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;*
 - 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; and*
 - 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 Board.*
- E. Referral and review of reinstatement request:** *For all other early reinstatement requests, applications shall be referred by the CEO after consultation with the General Counsel to a randomly selected NABR panel and a hearing shall be held. An 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 Board.*
- 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 Board for consideration. The Board shall meet expeditiously and may accept, deny, or modify the recommendation. The meeting may be held by telephone conference call.*

REGULATION 13
COMMITMENTS AND CONDUCT OF ATHLETES AND STAFF

- A. **Written agreement:** Individuals who qualify or are selected or elected to represent the United States in international competition shall enter into a written agreement (see sample as Appendix 9) setting forth the obligations and expectations of their participation prior to the issuance of a travel authorization. The written agreement shall include the date and place of the competition, the text of this Regulation, provisions to protect the rights of USATF regarding national sponsors and national team uniforms, provisions as to doping controls in effect for the competition, and that part of Regulation 11 explaining the hearing process. The staff member who is taking the individual's commitment is responsible for making 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. This includes athletes in relay pools for appropriate events. Furthermore, should any individual fail for any reason to participate in such a competition, and fail adequately to notify the appropriate coach, manager, team leader, or the National Office 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 Office 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. **Misconduct:** Any individual who acts in a manner detrimental to the best interest of Athletics or the USATF national team, shall be subject to discipline as provided in this Regulation and/or Regulation 11. Acting in a manner detrimental to the best interests of Athletics or the USATF national team includes, but is not limited to:
1. **Attire:** Failing to wear appropriate national team attire, or use national team sponsor products that the athlete is required to use while a member of a national team;
 2. **Team functions:** Failing to attend events and functions designated as national team functions without a valid reason; or
 3. **Fitness:** Failing to maintain competitive fitness.
- D. **Failure to abide by the written agreement:** All members of the team shall be bound by the written agreement for that event. Failure to abide by the agreement may result in the imposition of penalties set forth below.
- E. **Penalties:** Hearings regarding alleged breaches of commitments shall be conducted in accordance with Regulation 11, including under the provisions for expedited hearings where there is a time constraint. Although the team leaders (including coaches, managers, medical personnel, or national staff) may recommend the imposition of a more severe penalty, for the breaches above stated, the following minimum penalties shall be enforced:
1. **First offense:** The athlete or staff member shall receive a written reprimand and may be held liable for monetary penalties assessed to USATF. Should the athlete be receiving payments 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 or staff member shall receive a written reprimand and may be held liable for monetary penalties assessed to USATF. The athlete shall not be eligible for USATF-sponsored financial aid programs for a period of twelve (12) months; or
 3. **Third offense:** The athlete or staff member shall immediately be suspended and rendered ineligible to participate in the national championships, be barred for a period of one (1) year from representing the United States as a member of any sanctioned international competition teams, and may be held liable for monetary penalties assessed to USATF.

REGULATION 14
ATHLETICS SANCTIONS

Sanctions are issued, withheld, or withdrawn in accordance with Article 20 of the Bylaws and this Regulation. USATF shall only issue a sanction for event disciplines in Athletics that are under the jurisdiction of the IAAF and/or USATF. All defined terms in Article 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. **Officiating:** It has established that the competition will be conducted by qualified officials;
7. **Medical:** It has established that proper medical supervision will be provided for athletes who will participate in the competition; and
8. **Safety:** It has established that proper safety precautions have been taken to protect the personal welfare of the athletes and spectators at the competition;

In the case of subparagraph A-2 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 paragraph 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; and
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 general competition sanctions, complied with subparagraphs A-1, A-7, and A-8 above.

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 application shall:

1. **Form:** Be made on a form provided or approved by the National Office, a sample of which appears in the exhibits section of this handbook 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;"
Note: Consult local attorney for variations on language necessitated by applicable state law.
3. **Crank racing wheelchairs:** Contain in the section on "Sanction Instructions" the following language:
"The decision to allow persons with disabilities to compete using crank racing wheelchairs is at the sole discretion of the race organization and/or race director;"
4. **Prizes:** Have printed on every sanction the following sentence:
"No future sanction shall be given to any organization which has failed to fulfill its obligation to athletes or to give prizes as stated on its entry forms;" 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."
6. **Americans with Disability Act:** Contain the following attestation:
"All USATF sanctioned events shall comply with the Americans with Disability Act and with USATF's Policy & Procedures for the Evaluation of Requests for Accommodations Pursuant to the American's with Disabilities Act, as provided at <http://www.usatf.org/groups/eventdirectors/ada/>. Applicant represents and warrants that he, she, or it will fully comply with the applicable requirements of the Americans with Disabilities Act."

If applicant cannot make the foregoing attestation and representations, s/he or it shall fully disclose the circumstances surrounding the noncompliance. USATF reserves the right to deny a sanction to any individual or entity based upon prior non-compliance with sanction requirements and obligations.

D. Sanction approval process:

1. **International:** 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; and
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;
2. **Filing:** Is filed, at the request of the Association, with its appropriate Sport Committee or its designee prior to the competition;
3. **Awards:** Contains a statement listing all awards and prizes; and
4. **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 WADA Code and/or IAAF, or who refuse to be tested, will be disqualified from this event and may lose eligibility for future competitions. Any prize money payable to an athlete who has tested positive shall be withheld until the final disposition of all disciplinary proceedings. BEWARE: Some prescriptions, over-the-counter medications, and nutritional supplements may contain prohibited substances. Information regarding drugs and drug testing may be obtained by calling the USADA Reference Line at 800/233-0393, or at www.usantidoping.org."

F. Sanction fees:

1. **Association:** 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; and
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 Office 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 conducted 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:

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 subject to drug testing; or
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. 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 Office.

REGULATION 15
ASSOCIATIONS STANDARDS & ELECTIONS

- A. **Association accreditation:** All Associations shall be accredited biennially by the Organizational 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 Organizational Services Committee or the Associations Committee and approved by the Board in each of the following categories listed below. Such membership levels may vary for individual Associations or categories of Associations Standards and membership levels are:
 - i. Dues-paying members;
 - 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 National Office a copy of its Association organic documents, as set forth in Bylaw Article 6;
 - vii. Annual meeting: Associations shall hold an annual meeting of their membership;
 - viii. Financial report: Associations shall be required to submit to the National Office annually a copy of their completed first page 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 by the IRS to file either tax form by the IRS, it shall submit a completed 990 EZ to the National Office;
 - ix. Association Bylaws: Each Association's Bylaws must contain provisions for removal or replacement of officers and committee chairs, and grievance and disciplinary procedures, and nomination and election procedures for officers and sport committee chairs to ensure fairness and openness as more fully detailed in Regulation 15-B below; and
 - x. **Criminal Background Screening:** Associations shall conduct the USATF approved youth coach/volunteer criminal background screening program.
 - b. **Other standards:** Associations shall be required to meet at least six of the following nine standards. The minimum levels and standard definitions shall be set by either the Organizational Services Committee or the Associations Committee and approved by the Board unless otherwise specified. Each Association shall:
 - i. hold association championships in each Athletics sport discipline (track & field, long distance running, cross country running, masters track and field, masters long distance running, race walking, and youth athletics);
 - 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 current and 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 USATF Association workshop meeting every two years;
 - c. **Revision to categories:** The Organizational 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:** The accreditation process shall commence in each odd-numbered year, and shall follow the two-year cycle set forth below:
 - a. **Collection of statistics and other information:** During January through March of the accreditation process's first (odd) year, the National Office shall collect and provide to the Organizational Services Committee the previous year's statistical and other information for each Association, as set forth in the requirements for accreditation during January and February of the first year;

- b. **Analysis:** During April and May of the first (odd) year, the Organizational Services Committee shall analyze the statistical and other information provided for each Association by the National Office during March and April of the first year;
 - c. **Notification:** During May of the first (odd) year, each Association shall be notified by the Organizational Services Committee of the results of its analysis of the Association's statistical and other information during May of the first year. Associations shall also be notified whether they meet requirements for: (i) accreditation, (ii) special recognition, or (iii) if they have any deficiencies;
 - d. **Plans for improvement:** During the months of June through October of the first (odd), year Associations that are deficient in any accreditation requirement shall prepare and submit 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:** By the end of December of the first (odd) year, all Association plans for improvement shall be subject to approval by the Organizational 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 (even) year shall be accelerated and the Organizational Services Committee shall take one of the actions outlined in Regulation 15-A-2-j below;
 - f. **Updating of statistics:** During January and February of the second (even) year, the National Office shall collect and provide to the Organizational Services Committee updated statistical and other information for each Association based upon the requirements for Association accreditation;
 - g. **Updated analysis:** During March and April of the second (even) year, the Organizational Services Committee shall analyze the updated information provided by the National Office focusing on Associations previously determined to be deficient;
 - h. **Implementation of improvements:** The Associations Committee shall monitor and assist deficient Associations in implementing improvement plans during the second (even) accreditation year;
 - i. **Analysis for compliance:** During the months of September through November of the second (even) year, the National Office shall further update and provide the statistical and other information set forth in the requirements for accreditation to the accreditation subcommittee of Organizational Services;
 - j. **Accreditation:** The Organizational Services Committee shall take one of the following actions with respect to each Association by the end of December of the second (even) year:
 - i. Full accreditation;
 - ii. Provisional accreditation, subject to further improvement;
 - iii. Suspension or removal of an Association's voting rights;
 - iv. Suspension or removal of an Association's officers and/or its Board as a condition for continued accreditation;
 - v. Decertification of an Association and recognition of a new Association in that territory; or
 - vi. Voluntary merger of an Association with another Association or decertification of the Association and division of that territory into one or more accredited Association;

Each Association shall be notified in writing by the end of the second year. The decision shall take effect on January 1, unless an appeal under subparagraph 3 below applies; and
 - k. **Accreditation update:** Throughout the accreditation process, an Association's established accreditation may be updated by the Organizational Services Committee based on the Association's compliance with, or lack of compliance with, the required accreditation standards;
3. **Appeals:** Adverse recommendations made by the Organizational Services Committee may be accepted or may be appealed by the Association as follows:
- a. **Deadline:** All appeals shall be made in writing by an Association no later than January 15 following the end of the second (even) year, or in the case of an accelerated action pursuant to Regulation 15-A-2-e, no later than 20 days following the receipt of notice of an adverse action. In the event of an appeal involving a boundary or merger with a neighboring Association, the other Association will also be deemed a party to the appeal, given a copy of the appeal, and permitted to file a cross appeal within thirty days of the appeal, and otherwise dispute the appeal;
 - b. **Appeal panels:** Appeals shall be referred to an NABR panel composed of arbitrators who are not from the same USATF region as the Association appealing its accreditation status, as provided in Regulation 11-P. 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-P;
 - 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 Organizational Services Committee; and
 - e. **Pending appeal:** Organizational Services decision is effective on the following January 1st unless:
 - i. Organizational Services, as part of its decision, votes in favor of an automatic stay in case of an appeal, or
 - ii. as part of its appeal, the Association seeks a stay which will then be considered in accordance with Regulation 11. In the event of an appeal involving a boundary or merger with a neighboring Association, the other Association will also be deemed a party to the appeal, given a copy of the appeal, and permitted to file a cross appeal within thirty days of the appeal, and otherwise dispute the appeal; and
4. **Recognition of outstanding Associations:** The Organizational 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 USATF Associations Workshop (or other appropriate time), and shall be published in the annual report of USATF and on the USATF web site.

- B. Association Bylaws:** All Association Bylaws must contain clear and concise provisions related to:
1. **Removal:** The removal or replacement of Association Officers and Committee Chairs; and
 2. **Dispute Resolution:** Detailed procedures for filing and resolving Association grievances and disciplinary matters, which at a minimum provide for:
 - **Arbitrators:** The selection of an impartial three-person arbitration panel, to include at least one Active Athlete, to hear and decide grievance and disciplinary matters. The arbitrators shall not be members of the Association Board or Executive Committee;
 - **Challenge:** The opportunity for a party to a grievance or disciplinary proceeding to object to the participation of an arbitrator who the party feels cannot act impartially due to a real or perceived conflict of interest;
 - **Filing:** Special procedures for filing and handling grievances against an officer of the Association which exclude the officer from the grievance administration process;
 - **Dates:** Grievance or disciplinary hearing to be held within ninety-five (95) days of the filing of the proceeding;
 - **Delay:** The opportunity for the arbitrators to dismiss or rule against any party who delays the proceedings, is uncooperative or is unprepared to present evidence or a defense at the grievance or disciplinary hearing; provided that proper advance notice of the hearing has been given to the party; and
 - **Appeals:** The decision of the arbitrators to be appealed pursuant to USATF Regulation 11-P.
- C. 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 include:
1. **Election notice:**
 - a. **Distribution:** Notice must be distributed by mail, newsletter, local Association web site, and/or the National Headquarters' 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 distributed at least thirty (30) days prior to the beginning of the election or nominations; and
 - d. **Changes:** Any notice of a meeting change or a change in the election process, not previously publicized, must be distributed at least fourteen (14) days prior to the meeting;

2. **Nominating process:**
 - a. **Nominating committee option:** Use of a nominating committee is optional;
 - b. **In-person meeting nominations:** Nominations must be allowed from the floor at an in-person election meeting;
 - c. **Mail ballot nomination opportunity:** If a mail ballot is used, an opportunity to nominate candidates must be given to all members prior to the formulation of the ballot. A clear process must be provided to each member, and the nominating process must not be unduly rigorous;
 - d. **Membership and age criteria:** A candidate must be a member of the Association who is at least 18 years of age (at the start of the term of office); 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 worth a maximum of one vote, 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 for at least thirty (30) days prior to the date of the election (e.g., if the election is held on September 15 the membership must be paid in full by August 16);
 - e. **Appointees:** An appointed committee chair or Board member 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) representative with the Association having the option of awarding additional representatives based on the size of the organizations. Each organizational representative shall have one (1) vote unless the balanced meeting ballot set forth in subparagraph 4-c is used;
 - 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 in order to vote;
4. **Voting options:** There are four 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 Organizational Services Committee:
 - a. **Mail or electronic (fax or email) ballot:** An open mail or electronic ballot (fax or email) to all members of an Association:
 - i. All ballots must be distributed at the same time;
 - ii. The minimum time allowed for return of the ballot shall be thirty (30) days;
 - iii. The return address or fax number must be indicated on the ballot;
 - iv. The ballots must be held together, must remain unopened (if mail ballots) until the voting panel is assembled, and be counted together by the voting panel; and
 - v. Any mail ballot opened outside the presence of the entire voting panel shall not be counted;
 - b. **Open meeting ballot:** Open meeting ballot where all members of the Association are eligible to attend and vote:
 - i. Credential disputes must be resolved before the election process is started (i.e. before taking nominations and/or before the report of the nominating committee);
 - ii. Uncontested elections may be voted by acclamation;
 - iii. A secret ballot must be used for contested elections; and
 - iv. Any ballot opened outside the presence of the entire voting panel shall not be counted;
 - c. **Balanced meeting ballot:** A balanced meeting ballot whereby only designated members of the Association are eligible to vote:
 - i. The Association bylaws must state how a maximum number of available votes will be determined;
 - ii. The bylaws must explain how 100 percent of the available votes are divided among the following five constituencies: Active Athletes, coaches, officials, organizational members, and other members (which may include elected officers of the Association);

- iii. *The bylaws must guarantee that each constituency above be entitled to a minimum of ten percent (10%) of the votes, except that Active Athletes must receive a minimum of twenty percent (20%);*
 - iv. *Individuals who are eligible to cast a ballot in more than one constituency may only vote once and must choose one constituency in which to vote;*
 - v. *Constituencies with more individuals than votes allowed will be allotted time to caucus before the election to determine the voters or apportionment of votes; and*
 - vi. *In an athlete caucus, youth (18-year old), open (non-international ages 19-39), Active Athletes and masters (40-and-above) athletes must each be represented if member athletes are present and available. In such a case, the number of votes granted to each age division above shall be as equal as possible, regardless of the number of athletes present from a division; and*
 - vii. *Credential disputes must be resolved before the election process is started (i.e. before taking nominations and/or before the report of the nominating committee);*
 - viii. *Uncontested elections may be voted by acclamation;*
 - ix. *A secret ballot must be used for contested elections; and*
 - x. *Any ballot opened outside the presence of the entire voting panel shall not be counted;*
5. **Counting of ballots:**
- a. **Voting panel:** *A panel of at least three (3) individuals, at least one (1) of whom must be an athlete, shall count the ballots and sign the vote tally. All panel members shall be of voting age. The panel shall not include any individual who is a candidate for an office;*
 - b. **Consultation:** *The panel may consult as necessary with the Association's president, secretary, and/or parliamentarian (so long as they are not candidates for offices) on procedural matters; and*
 - 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. Any ballots opened outside the presence of the entire voting panel shall not be counted;*
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 using the procedures set forth above;*
 - c. **Format:** *A convention format may be used for the Association's annual meeting, at which all elections for Sport Committee or council chairs may be held; and*
 - d. **Division elections:** *Joint election meetings may be held by committees and councils in the same divisions delineated by USATF at the national level: high performance (men's track & field, women's track & field, and race walking), long distance running (men's, women's, masters, cross country, and Mountain/Ultra/Trail), and general competition (masters track & field, youth, and Associations);*
7. **National delegates:**
- a. **Local option:** *Delegates to the USATF Annual Meeting may be elected or appointed, according to the Association bylaws; and*
 - b. **Plurality:** *When delegates are elected, a plurality vote (the individual receiving the most votes) may be accepted for election;*
8. **Majority requirement:**
- a. **Officers:** *Regardless of whether a mail ballot is used, the president and secretary of the Association must be elected by a majority of the ballots cast. If a run-off election is necessary, the notification requirement shall be the same as stated in Regulation 15-B-1 above;*
 - b. **Plurality:** *In other mail ballot elections, a plurality vote (the individual receiving the most votes) may be accepted;*

- c. **In-person majority:** In elections conducted at meetings, a plurality vote (the individual receiving the most votes) may not be accepted in the first round, except for the election of delegates to the USATF Annual Meeting; 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 shall apply to election disputes. Protests may only be made after the election process is concluded;
- b. **Panel composition:** An NABR panel from a different USATF region than the Association whose election is disputed shall be appointed to conduct the hearing; all hearings shall be by conference call; the procedures outlined in Regulation 11 shall apply. The panels 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 which were likely to have changed the outcome of an election; and
- d. **Further action:** The NABR panel may recommend changes for future elections in the Association; and

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. 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.

D. **Other provisions:**

- 1. **Annual meeting date:** The annual meeting of an Association should not occur before March 1 of each year, and must be held by September 30.

REGULATION 16
AUTHORIZATION OF ATHLETE REPRESENTATIVES

- A. Authority:** In accordance with IAAF Competition Rule 7, USATF shall authorize Athletes' Representatives to assist athletes in planning, arranging and negotiating their competition programs under the following conditions and procedures.
- B. Applicability:** Any individual who represents American athletes who are members of USATF must be authorized by USATF under this regulation to assist such athletes in planning, arranging and negotiating their competition programs.
- C. Authorization:** Athletes' Representatives or applicants shall apply for authorization through USATF by (1) submitting a fully completed "USA Track & Field Authorized Athletes' Representative Application and Agreement;" (2) submitting the application fee and/or membership dues established by USATF; and (3) unless the applicant is authorized by USATF to serve as an athletes' representative at the time the application is submitted, satisfactorily completing the examination administered by USATF.
- D. Criminal background screening:** In addition to the foregoing requirements of Section 16(c), individuals wishing to be authorized under this regulation to represent United States athletes shall be required to submit to and successfully complete USATF's criminal background screening process annually.
- E. State license:** Any USATF-authorized Athletes' Representative who has a principal place of business in the United States shall maintain a license to act as an athlete agent in that place of business, if required by state law.
- F. Professional license:** USATF-authorized Athletes' Representatives who are licensed professionals in the fields of accounting, law, real estate, finance, banking, investment advising, or consulting shall be required to be in good standing with the relevant professional licensing body.
- G. Education:** Each USATF-authorized Athlete Representative or applicant shall attend one USATF Authorized Athletes' Representative seminar annually, and shall demonstrate compliance with this requirement in a manner prescribed by USATF. USATF reserves the right to issue conditional authorization to an applicant in such circumstances as USATF, in its discretion, shall deem appropriate.
- H. Agent screening committee:** The USATF President, after consulting with the Chair of the Athletes Advisory Committee, shall appoint a three-person Agent Screening Committee, consisting of one professional athlete in Athletics, one USATF-authorized Athletes' Representative with at least 10 years' experience, and one other person with a legal or business background. The President shall also appoint an alternate for each position. The Agent Screening Committee's duties shall include:
1. Reviewing applications for authorization;
 2. Reviewing criminal background reports which contain adverse information about an applicant;
 3. Granting or denying authorization to applicants.
- I. Application review and appeal:** After an applicant submits a fully completed application, the following procedures shall apply:
1. **Initial review:** The Elite Athlete Programs Department of USATF shall review the application for completeness and return any incomplete application form for completion and resubmission.
 2. **Background screening:** A criminal background screening search report shall be ordered for each applicant.
 3. **Explanation request:** USATF shall request that an individual whose application or background screening report reveals adverse information, or who has not met one or more of the other requirements set forth above, provide an explanation to the Agent Screening Committee. The Committee may, but need not, request that the applicant appear before it, in person or by telephone conference.
 4. **Action after explanation request:** The Agent Screening Committee shall accept or deny the application after affording the applicant an opportunity to provide an explanation.
 5. **Appeal:** An applicant who is denied authorization shall have the right to appeal the decision to the Agent Screening Committee.

- J. Contracts:** Every contract between a USATF-authorized Athletes' Representative and an athlete shall be in writing in the athlete's native language, and describe the respective obligations of the Athletes' Representative and the athlete. Any contract between a USATF authorized athlete representative and an athlete with remaining collegiate eligibility shall contain a statement that discloses that by signing the agreement the athlete will forfeit any remaining eligibility he or she has to compete at the collegiate or university level.
- K. Revocation of authorization:** The Agent Screening Committee may, after affording the affected USATF-authorized athlete representative an opportunity to be heard, fine, revoke the certification of or otherwise discipline a USATF-authorized athlete representative for any appropriate reason, including:
- 1. False information:** Providing false or misleading information on his or her application;
 - 2. Failure to update information:** Failing to update material changes in information provided on his or her application;
 - 3. Professional license:** Revocation or suspension of a professional license, and/or suspension, reprimand or revocation of membership in the applicable professional organization (e.g. UAAA certification, State or Federal Bar, NASD/SEC, State Board of Public Accountancy);
 - 4. Conviction of crimes:** A conviction or plea of nolo contendere for any felony, or for any crime involving fraud or embezzlement in state or federal criminal proceedings;
 - 5. Civil or administrative proceeding:** Any finding in a civil or administrative proceeding of fraud or embezzlement; or
 - 6. USATF bylaw violation:** Any finding by an NABR panel of a violation of USATF Bylaws or Operating Regulations.
 - 7. Failure to comply with continuing education requirement.** The failure by any USATF-authorized Athlete Representative to satisfy the annual education requirements set forth in Regulation 16-Section G.
 - 8. Working in a partnership, employer-employee or other relationship or otherwise sharing clients with a person who is not a USATF-authorized Athletes' Representative but who nevertheless assists American athletes in planning, arranging and negotiating their competition programs.**
 - 9. Inappropriate Conduct.** Any finding by the Agent Screening Committee that a USATF-authorized Athlete Representative has engaged in inappropriate conduct, including, but not limited to, verbal or physical abuse of an athlete, misappropriation of funds, failure timely to pay a client, or provision of inaccurate financial data to a client.
- L. Initiation of revocation proceedings:** USATF or the affected athlete or agent may initiate proceedings before the Agent Screening Committee against a USATF-authorized Athletes' Representative when it, he or she has received credible evidence that there exists good cause for such revocation.
- M. Appeal of revocation:** A USATF-authorized Athletes' Representative may appeal a revocation or other sanction imposed by the Agent Screening Committee to the NABR under Regulation 11.
- N. Agent compensation:** The Agent Screening Committee may establish and publish a schedule of recommended maximum compensation rates for USATF-authorized Athletes' Representatives. USATF shall distribute such a schedule, if established, at least annually, to all U.S. athletes listed by USATF-authorized Athlete Representatives in their client lists.