

# *Section V*



# ***APPENDICES***



APPENDIX ONE  
USATF INDIVIDUAL MEMBERSHIP APPLICATION



# USATF Membership Application

New Member  Renewal (from previous year – USATF Number \_\_\_\_\_)

Please print or type information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Sex M/F  Age Today  Date of Birth  -  -  (MM-DD-YYYY – i.e.: 02-19-1958)

USA Citizen  Yes  No If no, country of Citizenship \_\_\_\_\_

Phone Number  -  -

Club No.  Club Name \_\_\_\_\_

Email \_\_\_\_\_

(Your membership # will be emailed to you. Your email address will not be shared with anyone.)

Please check all appropriate sports codes here:

Track  Field  Road Running/LDR  Cross Country  Ultra-Marathon  Mountain/Trail  Race Walking

Membership Category Codes

Please use the codes below – you may indicate one or more categories.

- |                               |                            |
|-------------------------------|----------------------------|
| AT: Athlete                   | PA: Parent                 |
| DA: Disabled Athlete          | OF: Official -uncertified  |
| CH: Coach-uncertified         | OA: Official – Association |
| CD: Developmental certified   | ON: Official - National    |
| C1: Coach - Level 1 certified | OM: Official - Master      |
| C2: Coach - Level 2 certified |                            |
| C3: Coach - Level 3 certified | AD: Administrator          |

By signature below, I, a prospective member of USA Track & Field, agree to abide by the applicable USATF Bylaws, Operating Regulations, and Competition Rules for my level(s) and category(ies) of membership.

Signature (If an athlete is under age 18, parent or guardian must sign)

Date of Application


-  -  (MM-DD-YYYY)

Important information for youth members: New or lapsed memberships must submit a copy of birth certificate or other ID.

Check here if you do not wish your address used as art of a direct mail list.

**Membership Fees & Registration Options**

OPTION 1



**JOIN ONLINE AT**  
[www.usatf.org/membership](http://www.usatf.org/membership)

You will receive your new Membership # – Instantly!!

Have your previous membership # and password ready as they will be needed for the renewal process

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OPTION 2

**MAIL TO:**  
USATF National Membership Center  
One RCA Dome Suite 140  
Indianapolis, IN 46225-1023

<b>Adult Membership</b> (19 yrs & over)	\$ _____
\$ 29.95 (1-year)	\$ 79.95 (3-years)
\$ 54.95 (2-years)	\$ 99.95 (4-years)

**Youth Membership** (18 yrs & under)  
\$ 19.95 x \_\_\_\_\_ = \$ \_\_\_\_\_  
# of membership years

**CONTRIBUTIONS (TAX DEDUCTIBLE)** \$ \_\_\_\_\_  
Please direct my contribution to  LDR  Youth  
 Masters T & F  RW  Association Programs  
 Unrestricted

**TOTAL** \$ \_\_\_\_\_

Please make checks payable to USATF.

**APPENDIX TWO  
USATF ORGANIZATIONAL MEMBERSHIP APPLICATION**



**ORGANIZATIONAL/CLUB  
MEMBERSHIP APPLICATION**

**ORGANIZATION INFORMATION**

\*Organization Name \_\_\_\_\_  
 Principal Location of the Organization \_\_\_\_\_  
 \*City \_\_\_\_\_ \*ST \_\_\_\_\_ Zip \_\_\_\_\_  
 \*Website Address \_\_\_\_\_

<b>Type of Organization</b>	<b>*Age Demographics</b>	<b>Sports</b>
<input type="checkbox"/> Competitive Club	<input type="checkbox"/> Youth	<input type="checkbox"/> Track <input type="checkbox"/> Field
<input type="checkbox"/> Event Organizer	<input type="checkbox"/> Masters	<input type="checkbox"/> Road <input type="checkbox"/> XC
<input type="checkbox"/> Corporate	<input type="checkbox"/> Open	<input type="checkbox"/> Mountain <input type="checkbox"/> Ultra
<input type="checkbox"/> Other		<input type="checkbox"/> Trail <input type="checkbox"/> Race Walking

*Check all that apply*

**FOR ASSOCIATION USE ONLY**

Date Rec'd \_\_\_\_\_  
 Check# \_\_\_\_\_ Amt \$ \_\_\_\_\_  
 # of Membership Years \_\_\_\_\_  
 Membership Year(s) \_\_\_\_\_  
 Assoc. # \_\_\_\_\_ Club # \_\_\_\_\_  
 Approved By \_\_\_\_\_  
 Date Approved \_\_\_\_\_

**CHECK ONE:**

- New Membership
- Renewal from Last Year
- Renewal but not from Last Year
- Update Multi-year Membership



\*Specified contact information will be posted on USATF website, www.usatf.org

**CONTACT INFORMATION**

All mail and e-mail correspondence from USATF will be sent to the following

Contact Person \_\_\_\_\_  
 Current USATF Membership # \_\_\_\_\_  
 Shipping/Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
 \*Phone (Main)(    ) \_\_\_\_\_ Phone (Alternate)(    ) \_\_\_\_\_  
 \*E-mail Address \_\_\_\_\_ Fax (    ) \_\_\_\_\_

Officers:

President _____	Current USATF Membership # _____
Secretary _____	Current USATF Membership # _____
Other _____	Current USATF Membership # _____

***Our organization, if accepted, hereby agrees to abide by the Rules and Regulations of USA Track & Field and to respect and enforce all decisions of USA Track & Field and its Associations.***

Signature of Organization Officer \_\_\_\_\_ Date \_\_\_\_\_

**Return this application form to:**

**PLEASE REGISTER OUR  
CLUB/ORGANIZATION FOR:**

1 YEAR     2 YEARS  
 3 YEARS     4 YEARS

Fee = number of years X annual membership fee

NOTE: To maintain current contact information and to properly activate the liability insurance, clubs/organizations who apply for multi-year memberships **must** file a membership application, applicable coach's registration forms, and club practice schedule each year.

**FOR NATIONAL OFFICE USE ONLY**

Date Rec'd \_\_\_\_\_  
 Date Ent'd \_\_\_\_\_  
 Entered By \_\_\_\_\_ CC \$ \_\_\_\_\_  
 Check \_\_\_\_\_ Amt. \$ \_\_\_\_\_

**\*\$100 late fee; Renewal applications received after May 1st  
COMPETITIVE CLUBS ONLY**

APPENDIX THREE  
USATF CLUB MEMBERSHIP CERTIFICATE

# **USA TRACK & FIELD**

*National Governing Body for Track & Field, Race Walking & Long Distance Running*

THIS IS TO CERTIFY THAT THE

HAVING DULY QUALIFIED WITH THE BYLAWS OF  
USA TRACK & FIELD IS ENTITLED TO ALL THE BENEFITS AND  
PRIVILEGES OF ACTIVE MEMBERSHIP IN THE

ASSOCIATION OF USA TRACK & FIELD



MEMBERSHIP YEAR

A handwritten signature in black ink, appearing to read "C. Masback".

Craig A. Masback  
CEO

A handwritten signature in black ink, appearing to read "Bill Roe".

Bill Roe  
President

**APPENDIX FOUR  
EVENT SANCTION APPLICATION (Page 1 of 2)**

<b>FOR OFFICIAL USE ONLY</b>		Date Received _____ / _____ / _____
National Control # _____		Database _____ Assoc _____ National _____
Association Sanction # _____		Association Contact Information:
Association Fee \$ _____ Check # _____		
National Fee \$ _____ Check # _____		
Approved _____ Denied _____		
Association Signature _____		
Championship _____ Assoc. _____ Regional _____ National _____		

**USA TRACK & FIELD APPLICATION FOR SANCTION**

*Please read the instructions on the back before completing this form. Your returned, approved copy of this form is proof of insurance coverage.*

Event Name \_\_\_\_\_ Date(s) of Event \_\_\_\_\_ Start Time(s) \_\_\_\_\_  
 Site of event \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Event Organizer \_\_\_\_\_ USATF Organization Member: Yes No  
 Website \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Contact Telephone Number ( ) \_\_\_\_\_  
 Contact Address \_\_\_\_\_ Contact Email Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Contact Fax Number ( ) \_\_\_\_\_

1. Type of Event (circle) Road Course Certification # (if applicable) \_\_\_\_\_  
 Indoor Track & Field Race Walking-Track Road Racing-Distance(s) \_\_\_\_\_  
 Outdoor Track & Field Race Walking-Road-Distance(s) \_\_\_\_\_ Cross Country-Distance(s) \_\_\_\_\_

2. Age Divisions: Youth Open Masters 3. Sex: Male Only Female Only Male/Female  
 4. Estimate of number of finishers \_\_\_\_\_ 5. Fees: Association \$ \_\_\_\_\_ National \$ \_\_\_\_\_ (see fee schedule)

6. The safety precautions taken to protect the personal welfare of the athletes and spectators, including provisions for medical supervision, at the competition are (attached additional sheet if necessary):  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Organizer will require all participants and volunteers to sign a valid waiver of liability that releases the race organizers, volunteers and officials, and USATF from claims for damages. All waivers will be maintained in a secure location for at least five years (or longer if your state's statute of limitations on liability claims is longer than five years).  
 8. Organizer will file the required *Post-Event Report* within fifteen days of the event (enclosed with the approved sanction) and will submit electronic results to USATF (see [www.usatf.org/events/results](http://www.usatf.org/events/results) for instructions).  
 9. Upon approval of the sanction, the entry form will state that the event is sanctioned by USA Track & Field. The organizer may obtain a copy of USATF's Sanctioned Event insignia for this purpose at [www.usatf.org/events/sanctions](http://www.usatf.org/events/sanctions). Permission to use the USATF name and trademarks for any other purpose must be obtained from the National Office prior to such use.  
 10. The event shall comply with USATF's *Policy & Procedures for Accommodation Requests Pursuant to the Americans with Disabilities Act* available at [www.usatf.org/groups/EventDirectors/ADA](http://www.usatf.org/groups/EventDirectors/ADA).  
 11. The Organizer will not transfer this sanction, if granted.

- Check if Organizer seeks an ELITE SANCTION (carefully read instructions on back) and attach *Elite Sanction Addendum*.  
 Check if Organizer waives USATF Liability Insurance for this event – you must attach *Waiver of Liability Insurance* form and a *certificate of insurance naming USATF, its employees, directors, assigns & USATF Certified Officials as additional insureds*.

**Indemnification and Statement of Conditions**

\_\_\_\_\_  
 (Organizer) shall indemnify, hold harmless, assume liability for, and defend USA Track & Field, Inc. (USATF), its member Associations, employees, officers, agents and volunteers from any and all damages, awards, costs and expenses including, but not limited to, attorneys' fees, court costs, and all other sums which USATF and its member Associations, employees, officers, and volunteers may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the sanction issued by USATF and/or its member Associations, on \_\_\_\_\_ (event date) or by any action or omission of \_\_\_\_\_ (Organizer), its members, agents, employees, volunteers, officers or directors in relation to the sanction.

Organizer represents and warrants that it is fully familiar with all the rules and regulations of USATF and the IAAF applicable to the event to be conducted, including USATF competition rules, Article 20 of the USATF Bylaws and USATF Regulation 14, and that it shall take all necessary precautions to protect event participants, spectators, volunteers and workers from harm of any kind. Organizer further warrants and represents that it has complied with all requirements applicable to USATF sanctioned competitions conducted by it, within the preceding four-year period. Organizer understands that USATF shall be under no obligation to grant a sanction to an organization that has failed in the past to abide by the rules and regulations of USATF, or has defaulted on its obligation to give prizes to athletes, as stated in any contract, entry form or advertising literature. Organizer warrants that the information provided herein is true to the best of its knowledge. Organizer warrants that it has received the proper permission and permits to conduct this event at the facilities which the event will be held.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Event Director or individual responsible for conduct of event* *Revised 11/07*

**APPENDIX FOUR**  
**EVENT SANCTION APPLICATION (Page 2 of 2)**

**SANCTION INSTRUCTIONS**

A USATF Sanction is a certification which evidences a competition's intent to comply with the international and national rules and regulations of the sports of track & field, long distance running and race walking. An event may obtain a USATF sanction by filing a completed pre-printed USATF sanction application with the appropriate USATF Association, paying the requisite local and national sanctioning fees and complying with the requirements of obtaining a sanction. USATF will sanction only those events that agree to comply with the applicable IAAF and USATF rules and regulations ([www.usatf.org](http://www.usatf.org)), including USATF Bylaw Article 20 and Operating Regulation 14. Events which fail to meet all criteria will be denied a sanction.

The following information is intended to assist an applicant in completing the Application for Sanction. USATF has available helpful publications that are available from your local Association. After completion of the Application for Sanction, *return this form and any required addenda to your local Association with required fees at least four (4) weeks prior to the date of the event.*

**Conditions and Information**

1. **Type of Event:** Sanctions may only be issued for competition (one of the necessary attributes of a competition is that all participants are timed/scored) in track & field, long distance running, and race walking. Events such as stair climbs, walkathons, triathlons, etc. cannot be sanctioned by USATF. Long distance running is limited to foot races and USATF approved racing wheelchairs and does not include other methods of wheeled transportation such as roller blades, bicycles, etc. In compliance with liability insurance requirements, the coverage extends only to the athletics event(s) for which the Sanction is issued. The decision to allow persons with disabilities to compete using crank cycle racing wheelchairs is at the sole discretion of the race organization and/or race director.
2. **Age Divisions:** Youth – 18 & under; Open – no maximum age restriction; Masters – 35 & over.
3. **Sex:** Please indicate if the event is open to men, women, or both.
4. **Number of finishers:** Enter the number of expected finishers for the event.
5. **Sanction Fees:** *Association* – Each Association has the right to establish its own fee structure. Fees may vary based on the number of entrants, services provided by the Association, or other reasons. *National* – National Fees, which are determined by the estimated number of finishers, are sent by the local Association to the National Organization. The current fees can be found at [www.usatf.org/events/sanctions](http://www.usatf.org/events/sanctions). Both Association and National fees are to be sent to your local Association. Adjustments in fees will be made when the number of finishers varies from the estimates used in this application. These adjustments, if necessary, are paid when the Post-Event Report Form is filed by the Organizer within fifteen (15) days after the event.
6. **Safety Precautions and provisions for medical supervision:** USATF requires that all sanctioned events take the appropriate safety precautions and provide for appropriate medical supervision. A summary of safety recommendations is available at [www.usatf.org/events/sanctions](http://www.usatf.org/events/sanctions). Upon request, your local Association can provide additional guidelines to help you ensure a safe and successful event.
7. **Participant waivers of liability:** To reduce the organizer's and USATF's exposure to potential lawsuits, Organizer is required to have all participants and volunteers sign a valid waiver of liability that releases the race organizers, volunteers and officials, and USATF from claims for damages. While the USATF insurance policy covers many risks it does not cover every possible risk, so a valid waiver is important to the Organizer. All waivers will be maintained in a secure location for at least five years (or longer if your state's statute of limitations on liability claims is longer than five years). Organizer should consult with local legal counsel for specific waiver language.
8. **Post event report:** The appropriate form will be enclosed with your approved sanction and must be completed and returned to the local Association within fifteen (15) days after the event.
9. **USATF name, logo and trademarks:** The entry form must state the event is sanctioned by USA Track & Field. The entry form, promotional publications such as posters or advertisements may also use USATF's Sanctioned Event insignia. The organizer may obtain a copy of the USATF Sanctioned Event insignia for this purpose at [www.usatf.org/events/sanctions](http://www.usatf.org/events/sanctions). Permission to use the USATF name and trademarks for any other purpose must be obtained from the National Office prior to such use.
10. **Transfer Rights:** The event organizer does not have the right to transfer the sanction to conduct this event to anyone.

Check boxes – please read carefully:

**Elite Sanctions:** In accordance with USATF Operating Regulation 14, events that anticipate at least one of the following must complete an Elite Sanction Addendum:

- a) Award cash or prizes with a value of more than \$500 for any *individual* performance or participation (note that total prize money may exceed \$500 as long as any single prize, bonus or appearance fee does not exceed \$500);
- b) Invite non-resident foreign athletes;
- c) Serve as a National Championship or trials competition for the selection of USA international teams (other than Youth and Masters);
- d) Subject to formal drug testing controls.

Questions regarding Elite Sanctions and related requirements should be directed to your local Association or the USATF National Office. Compliance with Elite Sanction requirements are necessary to maintain the eligibility of all athletes under both USATF Bylaws and IAAF Regulations.

**Waiver of Insurance:** Under certain circumstances, organizers can waive USATF's liability insurance coverage and pay a reduced national sanction fee. RRCA clubs can also waive liability insurance coverage. Complete the *Waiver of Liability Insurance* form and refer to those separate instructions.

*Revised 11/07*

**APPENDIX FIVE  
POST-EVENT REPORT FORM**

Date Received _____ / _____ / _____ Assoc. Sanction # _____ National Control # _____ N.O. Signature _____		<b>Association Contact Information:</b>  _____ _____ _____
(This section must be completed by the Association before a refund is issued)		

**USA TRACK & FIELD SANCTION  
POST-EVENT REPORT FORM**

**All USATF Sanction Holders are required to submit this form to their local Association within fifteen (15) days after the event.** If the sanction is for a series of events, the form must be submitted within fifteen (15) days of the final event of the series. Events that fail to submit this report will be ineligible for a refund of overpaid sanction fees and are subject to denial of future sanction requests. Holders of an Elite Sanction must also submit required paperwork to the USATF National Office. (See Sanction Form and instructions regarding Elite Sanctions).

If a record is set at your event (road races on a certified course) you should obtain an "Application for Record" from [www.usatf.org](http://www.usatf.org). You should also electronically send your results to USATF. Results submission information is available at [www.usatf.org/groups/EventDirectors/](http://www.usatf.org/groups/EventDirectors/)

Name of event \_\_\_\_\_ Date(s) of Event \_\_\_\_\_  
 Site of event \_\_\_\_\_ City, State \_\_\_\_\_  
 Organizer of Event \_\_\_\_\_

- Check if appropriate:
- We adhered to USATF rules regarding safety precautions, medical supervision, athlete eligibility, officials, USATF name & logo use and course certification (as applicable).
  - All prizes and awards described in the entry information were awarded as promised.
  - Prize money is being held for athletes who were drug tested.
  - Please send me a First Report of Incident form.
  - Results have been submitted to USATF. Visit [www.usatf.org/groups/eventDirectors/](http://www.usatf.org/groups/eventDirectors/) for instructions on how to submit electronic results.

Pre-event estimate number of finishers: \_\_\_\_\_ Actual Number: \_\_\_\_\_

Sanction Fees Paid Prior to the event: Association \$ \_\_\_\_\_ Should have been \$ \_\_\_\_\_  
 National \$ \_\_\_\_\_ Should have been \$ \_\_\_\_\_

- Check the appropriate box:
- Please refund me \$ \_\_\_\_\_
  - Enclosed is additional payment of \$ \_\_\_\_\_
  - Pre-event estimates were accurate and no further exchange of payment is necessary

**Note:** Refunds of overpaid sanction fees will not be paid without a copy of the results. Enclose a copy of the results or indicate a website where the results can be found. **www.** \_\_\_\_\_.

**Please make check payable to:**

Name \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Email \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>For Association Office Use Only</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Send national fee reimbursement directly to the event.</li> <li><input type="checkbox"/> Send reimbursement for the national fee to our office as we have already reimbursed the event.</li> </ul>
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*Revised 11/07*

**APPENDIX SIX**  
**APPLICATION FOR RECORD (page 1 of 2)**

This form shall be used for American and World records. See instructions on reverse.  
It may be used for collegiate or other jurisdictional performances.

**APPLICATION FOR RECORD**



- International Association of Athletic Federations** (*World Records*)
- USA Track & Field** (*American Records, World Record Approval*)  
Address: One RCA Dome, Suite 140; Indianapolis, IN 46225-1023
- NCAA**     **NAIA**     **NJCAA**     **Other** \_\_\_\_\_

**To THE RECORD COMMITTEE:**

Application is hereby made for a record, in support of which, the following information is submitted:

- 1. Description of Record:**     **World**     **American**     **Association**     **Championship**     **Collegiate**  
 **Junior\***     **Age Group\*** \_\_\_\_\_     **Masters\*** \_\_\_\_\_  
*\*Application must be accompanied by copy of birth certificate or other proof of age.*

Event \_\_\_\_\_ Men / Women    Indoor / Outdoor

Competition Name \_\_\_\_\_ Date \_\_\_\_\_ Time of Day \_\_\_\_\_

Location: Arena \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Country **USA**

Record Claimed (time, distance, height or points achieved): \_\_\_\_\_

Printed Full Name of Competitor, Club and Country: (Print first name first. List relay members in their running order.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2. Starter's Certificate:** I certify I was the Starter and that the start of this race was in accordance with IAAF or applicable Rules.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ USATF Cert # \_\_\_\_\_

- 3. Automatic Timing Certificate:** A fully automatic timing device was used; manufactured by: \_\_\_\_\_

As Chief Photo Finish Judge, I certify the time recorded was \_\_\_\_\_, and this was the official time.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ USATF Cert # \_\_\_\_\_

- 4. Hand Timing Certificate:** I, the undersigned official timekeeper for this event, do certify that the time set opposite my signature was the exact time recorded by my watch, and that the watch used by me has been certified and approved by my National Association.

Time \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ USATF Cert # \_\_\_\_\_

Time \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ USATF Cert # \_\_\_\_\_

Time \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ USATF Cert # \_\_\_\_\_

I, as Chief Timekeeper or Referee, confirm the above Timekeepers exhibited their watches to me and that the times were as stated.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ USATF Cert # \_\_\_\_\_

**APPENDIX SIX**  
**APPLICATION FOR RECORD (page 2 of 2)**

5. **Wind Gauge Certificate:** I, as the Wind Gauge Operator, certify the force of the following wind as: \_\_\_\_\_ m/s  
 Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ USATF Cert # \_\_\_\_\_
6. **Field Judge Certificate:** We certify that the measurement stated opposite our respective signatures is exact as measured in accordance with IAAF or appropriate Rules. We also certify that the circle, sector and/or runway is in compliance with IAAF or appropriate specifications.  
 Mark \_\_\_\_\_ m Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ USATF Cert # \_\_\_\_\_  
 Mark \_\_\_\_\_ m Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ USATF Cert # \_\_\_\_\_  
 Mark \_\_\_\_\_ m Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ USATF Cert # \_\_\_\_\_
7. **Implement Certification:** I certify that I weighed and measured the implement used for the claimed record in accordance with IAAF or appropriate Rules and that the implement conforms exactly with relevant IAAF or appropriate Rule. For World Records, I further certify the implement as follows:  
 Manufactured by \_\_\_\_\_ Model \_\_\_\_\_ IAAF Certification # \_\_\_\_\_  
 Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ USATF Cert # \_\_\_\_\_
8. **Surveyor:** I certify that the facilities used were in conformity with IAAF or appropriate Rules. The maximum allowance for inclination did not exceed 1:100 laterally and 1:1000 in the running direction. For running events, I have measured the course over which this event was held and the exact distance was:  
 \_\_\_\_\_ meters \_\_\_\_\_ centimeters; or \_\_\_\_\_ miles \_\_\_\_\_ yards \_\_\_\_\_ feet \_\_\_\_\_ inches.  
 For track events the length of one lap is as indicated below,  
 \_\_\_\_\_ meters \_\_\_\_\_ centimeters; or \_\_\_\_\_ miles \_\_\_\_\_ yards \_\_\_\_\_ feet \_\_\_\_\_ inches.  
 And (check one):  
 There was a 5 cm raised border on the inner edge of the track with cones used to replace the border as required.  
 There was no raised border and cones were used as required. The one lap measurement was made 20 cm from the inside of lane 1.  
 Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Qualification \_\_\_\_\_
9. **Doping Control Certification:** (Required for World Records only) As a member of the Doping Committee for the event, I certify that a sample for a doping test was obtained in accordance with IAAF or appropriate Rules from the named athlete(s) in my presence and dispatched to the following laboratory:  
 Doping control date/time \_\_\_\_\_ Laboratory \_\_\_\_\_  
 Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Qualification \_\_\_\_\_
10. **Guarantee by Referee:** I certify that all information recorded on this form is accurate, that the Officials conducting the event were duly qualified and that all IAAF or appropriate Rules of Competition were complied with.  
 Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_ USATF Cert # \_\_\_\_\_

**Instructions:****World Records**

For running events, use sections 1, 2, 3 or 4, 8, 9, 10. Add section 5 for outdoor events less than 300 m.  
 For field events, use sections 1, 6, 7, 8, 9, 10. Add section 5 for outdoor Long Jump or Triple Jump.

**American Records**

Same as for World Records, except exclusion of section 9. No application is required from competitions conducted by USATF.

The following must be enclosed with this application for World and American Records:

- The printed program for the competition.
- The complete results for the event as well as a copy of the Results Card and the official results.
- A printed Photo Finish photograph in the case of a track record using fully automatic timing (exempted for some competitions).

Revised January 2007

APPENDIX SEVEN  
USATF COURSE MEASUREMENT CERTIFICATE



*Road Running Technical Council*  
*USA Track & Field*  
**Measurement Certificate**



Name of the course \_\_\_\_\_ Distance \_\_\_\_\_  
 Location (state) \_\_\_\_\_ (city) \_\_\_\_\_  
 Type of course: road race    calibration    track    Configuration: \_\_\_\_\_  
 Type of surface: paved \_\_\_\_\_ % dirt \_\_\_\_\_ % gravel \_\_\_\_\_ % grass \_\_\_\_\_ % track \_\_\_\_\_ %  
 Altitude    above sea level) Start \_\_\_\_\_ Finish \_\_\_\_\_ Highest \_\_\_\_\_ Lowest \_\_\_\_\_  
 Straight line distance between start & finish \_\_\_\_\_ Drop \_\_\_\_\_ m/km    Separation \_\_\_\_\_ %  
 Measured by (name, address, & phone) \_\_\_\_\_

Race contact (name, address, & phone) \_\_\_\_\_

Measuring Methods: bicycle    steel tape    electronic distance meter  
 Number of measurements of entire course: \_\_\_\_\_ Date(s) when course measured: \_\_\_\_\_  
 Race date: \_\_\_\_\_ Course paperwork submission date: \_\_\_\_\_  
 Difference between 2 best measurements of course: \_\_\_\_\_ Certification code: \_\_\_\_\_

Replaces \_\_\_\_\_ (if applicable)

Notice to Race Director  
Use this Certification Code in *all* public  
announcements relating to your race.

### *Be It Officially Noted That*

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

**Validation of Course** — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a validation remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

*This certification expires on December 31 in the year*

**AS NATIONALLY CERTIFIED BY:**

Date: \_\_\_\_\_

**APPENDIX EIGHT  
USATF TRACK & FIELD ATHLETE RETIREMENT FORM**

I, \_\_\_\_\_, hereby submit my resignation as an athlete member of USA Track & Field, Inc. (USATF). In submitting my resignation, and retiring as an athlete, I understand that: 1) I will be removed from USATF's Out-Of-Competition drug testing program, 2) that one year in advance of the date upon which I wish to regain eligibility to compete, I must enroll in the USADA or USATF Out-Of-Competition Drug Testing Pool and be available for testing for a period of at least 12 months, and 3) that I must successfully complete all drug tests administered during the 12 month period preceding my re-eligibility date. I further understand and agree that this resignation is not intended to avoid, nor will it have the effect of avoiding, any disciplinary proceedings that have or will be brought against me pursuant to USATF Regulation 10, for drug testing conducted prior to my retirement.

\_\_\_\_\_  
Date

**ATHLETE**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Athlete Signature

**NOTARIZATION**

STATE OF                    }  
                                      }  
COUNTY OF                }

Before me, a Notary Public, in and for said County and State, personally appeared the individual named above who acknowledged execution of the foregoing memorandum/letter.

WITNESS my hand and Notarial Seal this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Commission Expiration Date

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
County of Residence

\_\_\_\_\_  
Notary Printed Name

APPENDIX NINE  
STATEMENT OF CONDITIONS



**TEAM:** \_\_\_\_\_

**USATF National Team**  
**Athlete Statement of Conditions**  
(To be read and signed by all National Team Athletes)



Name: \_\_\_\_\_ Competition Dates: \_\_\_\_\_

All Athletes are required to read, agree to, and sign this Statement of Conditions in order to be a member of USA Track & Field National Team (The "Team"). By signing this Statement of Conditions, I represent and agree with USA Track & Field ("USATF") that:

- A. I will conduct myself at all times as a goodwill ambassador for the Team and the United States of America, and that I will refrain from any act(s) that may reflect unfavorably upon myself, my teammates, the sport of track and field, USATF or the United States of America.
- B. I will not intentionally or voluntarily undertake any action that desecrates or disrespects the American Flag.
- C. I will dress appropriately and respectfully for all "official" Team functions, wearing the designated Team uniforms provided by USATF. I understand that USATF's sponsor contract for uniforms depends upon athletes wearing the uniform and using the uniform items at competitions, award ceremonies, "official" Team press conferences, and other "official" Team functions. I understand that I am forbidden from altering or covering up the sponsor logo on any Team uniform items. Further, I am aware that USATF faces financial penalties, assessed by USATF's sponsors, each time an athlete fails to abide by the conditions stated in this document. At the Olympic Games, Pan American Games, and World University Games, I understand that the "official" presentation uniforms provided by the United States Olympic Committee must be worn during opening and closing ceremonies, awards ceremonies, and "official" USOC, LOC, or IAAF press conferences.
- D. I will attend all "official" Team practices, Team meetings, and other required Team activities.
- E. I will honor my commitment to train and report fit to compete. I understand that breaking a commitment hurts the competitive effort of the Team and prevents other athletes from having an opportunity to be a Team member. If I am unable to compete due to injury, illness, or for any other reasons (an "Emergency"), I will notify the Team coaches of my inability to participate in the Team competition, at least seventy-two (72) hours prior to my scheduled departure with the Team, or within seven (7) days (if not so traveling) prior to the scheduled competition, unless I am prevented from doing so by extraordinary circumstances. In the event of an Emergency, I understand that I may be required to prove my lack of ability to compete.
- F. I will read and abide by the attached USATF Regulations (See, Copy of Regulations Attached): Regulation 10/Doping Control; Regulation 11/Disciplinary Proceedings; Regulation 13/Conduct of Athletes. I will

also abide by all applicable USADA, WADA, and IAAF doping control regulations. I understand that my breach of my commitment to serve on the Team as stated herein may result in discipline against me, pursuant to USATF Regulations 13 and 11, for misconduct and actions that are detrimental to the best interests of Athletics and/or the Team. Such alleged misconduct may include, but not be limited to: (1) failing to wear or use the Team uniform or uniform items supplied by USATF; (2) failing to attend "official" Team practices, Team meetings, and other required Team activities; (3) failing to maintain competitive fitness; (4) failing to provide timely notice of an Emergency which prevents me from competing, unless I am prevented from doing so by extraordinary circumstances; and/or (5) engaging in any conduct that is detrimental to the United States of America, USATF or Athletics.

- G. I understand that non-drug-related disciplinary proceedings (including expedited hearings) regarding alleged breaches of this Statement of Conditions shall be conducted pursuant to USATF Regulation 11, except that the USOC Code of Conduct shall govern disciplinary hearings conducted while an athlete is a member of a USOC delegation and team. I also understand that, dependent upon the outcome of such disciplinary proceedings, USATF reserves the right to impose the following minimum penalties:
  1. **First offense:** A written reprimand and liability for any monetary penalties assessed against USATF, and discontinuance of any payments I am may be receiving pursuant to USATF-sponsored financial aid programs, for a period of not more than twelve (12) months;
  2. **Second offense:** A written reprimand and liability for any monetary penalties assessed against USATF, and ineligibility for USATF-sponsored financial aid programs for a period of twelve (12) months; or
  3. **Third offense:** Suspension and ineligibility to participate on the Team, prohibition from representing the United States as a member of any sanctioned international competition teams for a period of one (1) year, and liability for any monetary penalties assessed against USATF.

I understand that USATF may conduct expedited disciplinary proceedings on site at qualifying events pursuant to USATF Regulation 11.

The undersigned has read and understands this Statement of Conditions and confirms that she or he will keep all Team Commitments stated above and in the attached USATF Regulations.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**APPENDIX TEN**  
**BYLAWS AND REGULATIONS AMENDMENT FORM**  
**Approved and in effect as of December 1, 2007**

**Amendments Submissions Form**

1. **Action Requested.** Section 1 of each submission shall contain a section titled "Action Requested." The "Action Requested" shall be a short descriptive title of subject matter the item you are submitting.
2. **Proposed Amendment.** Section 2 of each submission shall contain a section titled "Proposed Amendment. Under the "Proposed Amendment" section, the submitter shall include the actual language of the amendment you propose. The submitter shall show the entire section, subsection, or paragraph, as the case may be, as it will read if adopted, with all proposed additional language underlined or shaded, and all proposed deleted language containing a line striking through the deleted language.
3. **Rationale.** Section 3 of each submission shall contain a section titled "Rationale." Under the section titled "Rationale", the submitter shall explain the proposed improvement or identify the problem the proposed amendment would correct, why the problem exists and how the proposed amendment will correct the problem identified. The submitter shall also provide an analysis of whether the proposed amendment will conflict with any other provisions of the Bylaws or Regulations.
4. **Constituencies Affected.** Section 4 of each submission shall contain a section titled "Constituencies Affected." Under the section titled "Constituencies Affected", the submitter shall state which constituencies of USATF will be affected by the proposed changes and how the constituencies will be affected. The submitter shall also explain how the proposed changes will advance the mission or operation of USATF.
5. **Estimated Budget Impact.** Section 4 of each submission shall contain a section titled "Estimated Budget Impact". Under the section titled "Estimated Budget Impact" the submitter shall analyze the budgetary impact of the proposed amendment and shall include such estimate with the submission. The submitter shall consult with the Chief Financial Officer who, in conjunction with the Treasurer and/or the chair of the Budget Committee of the Board, shall assist with developing the estimated budget impact. The National Office shall be provided with the legislative proposals in a timely manner and shall provide the appropriate editor with such information to put in the written notice to the delegates in subparagraph A-4 above.