

WELCOME TO THE WORLD OF POST-COLLEGIATE RUNNING!

If you are reading this guide, it is assumed that you are or have recently completed your collegiate career. This guide is directed towards recent college graduates who wish to continue running at a highly competitive level. If you have the desire to train for a track and field, long distance running and cross country running or racewalking career, this guide will serve as a valuable resource to ease the difficult transition from collegiate competition to elite competition.

Until this point, your school or university program has supported you and provided you with the valuable resources needed to succeed in the athletic arena. Upon graduation, these necessities are not as readily accessible, a reality that greatly affects the post-collegiate athlete. One coach describes this moment as when “the Umbilical cord of the collegian is cut”.

Now, what do you do? How do you get information and guidance? USA Track & Field is the National Governing Body (NGB) for track & field in the United States. We are here to try to help you in this transition.

Although USATF is here to offer you assistance, you must also be an active agent in pursuing your competitive goals. As words of warning, do not expect the world to knock down your door. Don't expect to be given anything. All those things necessary to pursuing your competitive goals must be found and developed by you. You must make your own opportunities, promote yourself, and compromise other parts of your life to live your passion for your sport.

The purpose of this guide is to provide the information on resources that can help you continue your competitive career. This guide covers a wide range of topics that affect the post-collegiate athlete and provides valuable information on how to prepare for the “next level”. USA Track & Field wishes you the best of luck!

This guide was first developed as the Post-Collegiate Distance Runner's Survival Guide by the Men's and Women's Long Distance Running Committees with Scott Simmons preparing the original document, Bill Roe (editing, layout and presentation), Dave Oja, Danny Grimes and Carol McLatchie as contributors. USA Track & Field saw this as an excellent tool for all post-collegiate athletes and wished to expand on the original document, with the blessing of the original guide authors. The additional contributors were Sue Humphrey, Dixon Farmer, Jim Elias, Duffy Mahoney, PattiSue Plumer and Cathy Sellers(Editor) with guidance from the Athletes Advisory Committee (AAC).

Congratulations on your Collegiate career! Good Luck as an Elite Athlete!

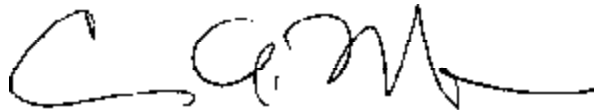
We look forward to your “new” beginning as an elite USA Track & Field athlete. We realize that this road will be a tough one, but we hope to help you over a few of those “speed bumps.” Everything will be a little different now - - many of you may not have a team to work out with for the first time in your career, and you may or may not work with the same coach. This presents a challenge for both you as an athlete and USA Track & Field as an organization.

Your experiences and opportunities as a Collegiate athlete have been among the best in the world. We know, because America trains most of the World’s Olympic teams. USA Track & Field wants to help you to make it to the next level.

It is our objective to provide as much information as possible to you to assist you in making this transition. The **“Post-Collegiate Survival Guide”** is the first step in the process of providing this education. We hope that you will find answers to many of your questions regarding a variety of issues that you will confront in this guide.

If you have additional questions, do not hesitate to call the staff at USA Track & Field—we are here to help you. A listing of staff members along with their responsibilities is located in Addendum I. Good Luck!

Warm regards,



Craig A. Masback

CEO



Bill Roe

President

A Message from the Chair of Athlete's Advisory Committee

Congrats!

If you are reading this you are embracing the opportunity to be the best you can be. The Athlete Advisory Committee is here to help you do that. The AAC is the athlete's voice within USA Track & Field.

We are all current or former elite athletes and we understand what it takes to be the best. We appoint athletes to all the committee you will read about in this guide. We work with the President and the Chief Executive Officer on all matters relating to athletes.

An additional source of information is our publication the [Elite Beat](#), which we hope you will read.

We look forward to working with you while your pursue your dreams.

Yours truly,

PattiSue Plumer

PattiSue Plumer
Chair- Athletes Advisory Committee

A Message from the Director of Elite Athletes

Welcome on Board!

I would like to say how excited I am about the production of the Post-Collegiate Survival Guide. We hope that this guide will assist you in your quest to become an elite athlete and have you remain in our sport for years to come. This is new territory for most of you but it is familiar territory for me.

As the Director of Elite Athlete Programs, I am employed by USA Track & Field, but my first responsibility is to you, the athlete. I will personally handle all issues pertaining to elite athletes.

I have many ideas about this position and what it will mean to you as an elite athlete. There are important issues such as athlete financial support, drug testing, team staff selection, athlete unions, rankings and communications that we will need to address immediately. Your AAC officers and event leaders are working diligently to have your voice echoed throughout our federation. And, because of their efforts, great strides are being made. This journey must be traveled with every athlete on board, because upon arrival we will be judged not by how many of us made it, but by how many were left behind.

Please feel free to contact me or any of the Elite Athlete Programs staff about questions that you may have. Andrea Johnson is the National Team and Elite Athlete Programs Manager and handles all aspects of USATF's National Teams and athlete communication. Malaika Ware coordinates for the AAC and USATF Alumni Association and is a good day-to-day contact person. Give us a call at 317.261.0500 or contact via email at the addresses below.

Respectfully yours,

A handwritten signature in black ink that reads "Michael Conley". The signature is written in a cursive, flowing style.

Mike Conley
Director of Elite Athletes Programs

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HOW TO USE THIS GUIDE

This guide is an overview of the mechanics of post-collegiate competition and training. The icons scattered throughout this document point out important facts and issues or emphasize additional points. Below is a guide of their meanings:



An important issue or fact is included in that paragraph.



A beneficial piece of knowledge.



A negative issue or challenge.



A section that is very important for you to READ.



Something that requires YOU to take ACTION.



A phone number is provided.



A major issue that is costly if ignored.



A problem.

USA Track & Field- An Introduction

An important part of becoming a post-collegiate athlete is understanding the structure of the sporting world that you are about to enter. This section serves as a brief overview of that structure.

What is USA Track & Field?

In the simplest terms, if you are a track and field, long distance running or race walking athlete, coach, volunteer, official, administrator, parent or enthusiast...USA Track & Field is YOU.

USA Track & Field (USATF) is the National Governing Body (NGB) for these disciplines. You have probably seen our distinctive red, white and blue "Superman" triangular logo on television, T-shirts and race applications. As the NGB for Track & Field in the United States, USATF is a member of the United States Olympic Committee (USOC) and the International Amateur Athletic Federation (IAAF). The USOC is the entity linking all U.S. NGB's who participate in the Olympic movement and the USOC is a member of the International Olympic Committee (IOC). The IAAF is the World Governing Body for track and field (see Governing Bodies).

USATF is comprised of 57 member Associations that oversee the sport at the local level. Our individual membership numbers average over 100,000 participants/members each year.

USATF is a volunteer-driven, not-for-profit organization with a small staff of program administrators headquartered in Indianapolis. The organization is responsible for many programs, such as youth programs, coaches education, the conduct of Championship events, enforcement of the rules and regulations of the sport, event sanctioning, and insurance to those sanctioned events. Most importantly, USATF is given the charge to help develop our future athletes.

Our Mission Statement reflects this philosophy of involvement:
"The mission of USATF is to provide vision and leadership to the sport of Athletics in the United States, and to promote the pursuit of excellence from youth to masters, from grass roots to Olympic Games."

How does USATF help me?

There are a variety of sources of information for the post-collegiate athlete. Three very important sources are: the Athlete Support Committee, the Development Committees and the Athlete Advisory Committee. These three groups along with other sports committees, provide a leadership role in the development of ath



In July 1997, USATF selected a new Chief Executive Officer, Craig Masback.



USATF is responsible for the selection procedure for the Olympic track & field teams as well as all other international competitions.

letes.

Below is a brief description of the primary USATF committees. For more complete information, please refer to their respective sections.

ATHLETE SUPPORT:

USA Track & Field is committed to providing financial support and other programming for emerging elite and elite athletes. This commitment is evidenced by direct athlete support through stipend programs, competition opportunities, development camps and clinics, and sports science and medical services. These programs are funded through USATF-generated resources and funds from the United States Olympic Committee.

Of the nearly \$4,000,000 spent annually on direct support for elite athletes, \$1,000,000 is paid in stipends. The USATF Athlete Support Committee administers the distribution of these stipends. Active athletes comprise 20% of the voting members on this committee, as with all USATF committee. In addition to active athletes, the Athlete Support Committee includes coaches and individuals that are active in the administration of the Development and Sports committees.

DEVELOPMENT:

USA Track & Field has two development committees based on gender. The development committees sponsor programs that are designed to enhance the performance levels in all Olympic track and field events, with the ultimate goal of helping athletes win medals and at the Olympic Games and other international Championships.

The chairs for each event are sources of information and points of access for USATF sponsored activities. Each year, Event Chairs design programs for their respective event group. An athlete's eligibility for inclusion in USATF programs varies by event, the international ranking of that event and the athlete, and the year in the quadriennium (USATF plans according to the four year, Olympic period).

Athletes are encouraged to contact their Event Chairs.

Funding for development activities is very limited. However, the Chair can provide the athlete with information regarding the criteria that will be used to determine what athletes will participate in developmental activities.



See the Athlete Support section for more information.



The Development Event Chairs are your contacts for USATF programs.



Names, addresses, phone numbers and e-mail addresses of event coordinators are found in Addendum C & D

ATHLETES ADVISORY COMMITTEE:

The Athletes Advisory Committee (AAC) is an integral part of USA Track & Field. In addition to this committee, athletes have a minimum of 20% representation on ALL committees, task forces and activities within USATF. The AAC appoints athlete representatives to the various committees.

The basic purpose of the AAC is to provide an athlete voice on all issues pertaining to the sport as a whole. The AAC provides a unified voice for the athletes in all aspects of USATF including such items as time schedules for meets, staff selections, drug testing and competition rules, etc.

The AAC is made up of event leaders who represent broad event groups and have both male and female representatives. The event leaders provide input from the athletes in their event group on all issues.



A list of Officers and Event leaders may be found in Addendum D.

For more information, see Athlete Advisory Committee section.

For more information about any of our programs, or for contact information for your local Association, feel free to check out our web site (www.usatf.org), or write us at: USA Track & Field, One RCA Dome, Suite 140, Indianapolis, IN 46225; or call our National Headquarters at 317.261.0500.

(Addendum I provides a listing of National Headquarters personnel with areas of responsibilities)

AN OVERVIEW OF WHAT YOU WILL NEED

As a post-collegiate athlete, you should approach the transition from college athletics in the same manner as when you chose a college. You considered many factors before selecting a school. You must do the same when considering what environment will be conducive to your developing as a track & field athlete. Important factors include: money for food and housing; coaching; training facilities; a training group or team; racing/meet opportunities; and developmental programs.

The biggest concern for most athletes after finding a coach (see the section on coaching) is money. One of the biggest challenges you will face is how to make a living without compromising your training. Basically, there are three (3) ways to do this:

- 1) Jobs
- 2) Appearance fees and prize monies
- 3) Sponsorships

Although most athletes hope to make a living through their sport, the reality is very few athletes are able to do so. Money from sponsors and from competition is available, but you should not count on it as the source of your basic living expenses. Paid sponsorships are very difficult to acquire, and appearance fees are even more rare. Many current Olympians do not have sponsorships. Therefore, finding another funding source is critical. The following sections will address these options in more detail and will give you ideas and tips on how to survive financially. USATF is here to help, but in the end, you are responsible for your track and field future.

JOBS:

You will probably have to work. Do not be discouraged by this fact. You can work and still achieve athletic success, including making an Olympic team. Many athletes before you have been able to balance both demands. The key is finding a job that allows you to have training time and the flexibility to travel to events.

Look to businesses with which you have an on-going relationship or that you know support track & field. Talk to other athletes in your area -- they often have knowledge on who is supportive in the local community. Other proven possibilities include:

Substitute Teacher- This job allows plenty of time for training, requires little or no preparation, and in many states, can be obtained with any bachelor's degree. Check with your local school district.



A job actually helps your training by allowing you to focus on something outside of athletics.

Full-time Teacher- While not an easy job, it does provide afternoons and summers off.

Graduate Student- staying in school helps maintain contact with a team and a familiar coach. Check into graduate assistantships with stipends.

Apartment Manager- A very flexible schedule, but with real responsibility. However, it provides housing and pay.

Real Estate Salesperson- Also flexible, but may require working inconvenient times.

Title Researcher- Researching liens and deeds in courthouses for title or real estate companies. You can get paid per case.

Medical Transcriber- Must have great computer typing skills and an eye for detail. Offers great flexibility and can be done from one's home.

Ministry Occupations- Flexible hours

Coach- While it seems like a good match, be careful because it can take more time and energy than anticipated.

Photographer- Whether at a local department store or for your town's newspaper, the physical demands are low and you have a flexible schedule.

Park/Recreation Worker- Many jobs are seasonal, part-time or after-hours, which leaves plenty of time for training.

Retail- Pay can be low, but generally offer terrific flexibility and limited hours. Running stores are often very enthusiastic about hiring "experts."

Computer Programmer- If you have the skills, the pay is great and you can set your hours.

Home-based Businesses- Look for books on jobs for stay-at-home parents. Often, their needs mirror the needs of athletes.

USOC Olympic Job Opportunity Program- The USOC has an Olympic Job Opportunity Program(OJOP) for qualified athletes. For more information, please refer to that section in this guide. USATF is working with existing and potential new sponsors to provide part-time jobs for elite athletes.

PROMOTIONAL OR APPEARANCE FEES AND PRIZE MONEY

Very few athletes receive promotional or appearance fees. If promotional fees are offered, they are reserved for the dominant, “name” athletes. Promotional fees are being phased out and emphasis is shifting to an increase in prize money. (see Competitions).

CORPORATE SPONSORSHIPS:

Corporate sponsorships are good if you can get them, but many Olympians are without sponsorship. A job is still your best option for support. Below are tips that can assist you when looking for and keeping corporate sponsorships:

- 1) Seek free equipment because these sponsors are the easiest and most practical.
- 2) You must be on the level of an NCAA All-American in order to get travel money. Travel money is difficult to acquire.
- 3) Direct cash support is even harder to come by. In a typical year, less than ten (10) athletes will finish college and enter into a money-based contract.
- 4) Start with an athletic resume, but do not ignore other accomplishments. Sponsors look for athletes who will represent them well on and off the track.
- 5) Consider seeking the support of the company you work or worked for, as well as those of relatives.
- 6) Approach people in your hometown who know you and your efforts for support.
- 7) Compete in big meets/races. Let people see you perform- particularly in the United States.
- 8) Make connections. Talk to other athletes, coaches, agents and race directors.
- 9) Do NOT back out of your contracts. The track & field community is small, and if you do not fulfill your commitments, people will remember.



Think about options other than businesses: community support from individuals and organizations may prove to be useful.

AGENTS: What do I need to know?

THIS SECTION IS WRITTEN FOR POST-COLLEGIATE ATHLETES ONLY

What is an Agent?

Any person who intends to market an athlete's skills or reputation is considered an agent. All agents are required to register with the IAAF and USATF (see DPL section). Registration with USATF does not constitute agent certification. Athletes should check the relevant state laws regarding agent certification (a list of currently registered agents can be found in Addendum A at the back of this book). The agent can be a personal friend, a family lawyer, a teacher, or a coach who offers advice on contract negotiations.

What can an Agent do for me?

The agent can:

- 1) Determine your value as an athlete.
- 2) Enter you into competitions and negotiate your payment.
- 3) Help you to earn extra income through endorsements, speeches and commercials.
- 4) Advise you on personal conduct that may affect your career.
- 5) Counsel you about post-career security, both financial and occupational, along with your current tax liabilities.

What should I look for in an Agent?

Agents come from a variety of backgrounds and experience. One possible qualification that may be important to you is a knowledge of the law. An essential qualification is a knowledge of the sport and the "players" involved. An agent must have knowledge of IAAF, USOC and USATF rules and regulations. Some other useful skills would be: a foreign language background, good accounting and number skills, and strong communication and people skills.

How do I choose an Agent?

- 1) Use a USATF registered agent.
- 2) Get help! Before you sign any contract with an agent, have an independent attorney review your contract.
- 3) Do not rely solely on an agent's educational background or a title such as lawyer, financial consultant, or certified public accountant.
- 4) Research on the agent's experience with track & field, long distance and cross-country running, or racewalking.



NCAA Rules regarding Agents are found in Addendum B



Only you can answer the question-
Do I need an agent?



In track & field, one of the major jobs of an agent is getting you into meets in the U.S. and abroad.

- 5) Ask for proof of his/her educational background, training and work experience.
- 6) Ask for references from clients.
- 7) Inquire about his/her reputation among fellow athletes.
- 8) Ask the agent detailed questions regarding his/her fees and percentage rates from meets, promotional arrangements, television, etc.
- 9) Ask any agent who promises sponsorship deals about his/her past negotiations and relationships.
- 10) Avoid any agent who admits to violating certain rules or laws.
- 11) Ask if this agent can represent you in negotiations and business affairs worldwide.
- 12) Ask the agent if he/she has experience in negotiating equipment or apparel contracts?

Do I need a written contract?

YES- The following questions and responsibilities should be addressed in the written contract:

- 1) What services is the agent going to perform for you?
 - a) negotiate meet entry, fees and endorsements?
 - b) investment manager for your earnings?
 - c) personal finance manager ?
- 2) Will there be a separate contract for each service?
- 3) What is the cost of each of the agent's services?
- 4) When and in what manner will money the agent collects on your behalf be turned over to you?
- 5) Are you permitted to have a business manager (accountant or CPA) handle your financial transactions and payment of taxes?
- 6) Will you receive an itemized accounting of all money collected on your behalf?
- 7) Will your agent require you to pay a percentage of USOC or USATF grant money?
- 8) Is the agent the only one who can negotiate for you?
- 9) Will the agent have the exclusive right to handle other contracts, such as speeches and product endorsements?
- 10) What is the length of the contract?
- 11) How can you terminate the agreement?
- 12) Who is responsible for the agent's expenses?
- 13) How and when does the agent get paid?
- 14) What is the agreement regarding bonuses or awards for performances?
- 15) How will disputes between you and agent be handled?
- 16) Does this agreement service the entire agreement bet-



Contracts are for your protection and should outline the responsibilities between you and your agent.

ween you and the agent?
17) How is this agreement to be evidenced: written contract, memorandum or handshake?

USATF does not require a copy of your contract. USATF does require a USATF authorized representative to provide a written statement that they do have a written contract with you for a specified period of time.

This information has been provided as a general overview of roles and responsibilities of agents and athletes, but does not offer legal opinion, and should not be relied upon as a source of legal advice or guidance.

ATHLETE ADVISORY COMMITTEE

The Athletes Advisory Committee (AAC) is an integral part of USA Track & Field. Athletes have a minimum of 20% representation on ALL USATF committees, task forces and boards.

The basic purpose of the AAC is to provide an athlete voice on all issues pertaining to track & field and all other disciplines. The AAC provides a unified voice for the athletes in regards to all aspects of USATF, including such items as time schedules for meets, staff selections, drug testing and competition rules. The AAC provides funding for qualifying athletes to attend the Annual Meeting of USA Track & Field, which is usually held the first week in December. The AAC reviews all legislation that the NGB proposes and then endorses, modifies, or rejects the legislation. If you are interested in attending this meeting, please contact PattiSue Plumer, Chair of the AAC (see Addendum K).

The AAC is made up of both male and female event leaders who represent broad event groups. See Addendum K for a listing of all event leaders and officers. An event leader is responsible for gathering information and concerns from the athletes in his/her event areas and sharing those concerns during monthly AAC conference calls. Once the issues are identified and possible solutions are discussed, these concerns are raised at the Annual Meeting for implementation and/or additional planning. This system provides the most current flow of information relating to athlete issues. If you have a concern or problem, please do not hesitate to call your AAC event leader.

To be an event leader or officer, you must be an active athlete. An active athlete is defined as “an athlete who has competed for the United States in international Athletics competition held under IAAF jurisdiction within the last ten (10) years.” (USATF Governance Manual, pg. 215)

The AAC also selects “Athlete Liaisons” for most international competitions. The purpose of these liaisons is to represent athlete needs at those competitions. You do not have to be an event leader to be an “athlete liaison.”

The USOC has established a new position, Athlete Ombudsman. John Ruger is the current USOC Athlete Ombudsman. Although not a legal position, John serves as a process and informational resource. He assists you in inquires regarding eligibility, team selection, financial assistance, doping control, right to compete, and similar matters. Contact him at **1. 888. Athlete.**



The AAC “is” the voice of the athlete in Track & Field.



This system is how issues reach the floor of the Annual Meeting.



The USOC Athlete Ombudsman program- a representative to help you as an athlete. **1.888.Athlete**

COACHING

What if I need a Coach?

If you are ranked in the top 25 of your event, USA Track & Field will attempt to provide you with the names of coaches in your area who have completed the USATF Level II or III Coaches Education course . Please call USA Track & Field Manager of Development Programs, Cathy Sellers, at 317.261.0500 and provide her with the location where a coach is needed, the event specialty needed and the details of the situation. She will contact the USATF Development chairs about possible coaches in your area. Another source for available coaches in your area is your local Association (see Addendum H).

You are then encouraged to make contact with the coach or coaches and set up an appointment to meet with the perspective coach. Neither you nor the coach are under any obligation to work together.

Areas to discuss?

- , It is important that you discuss any work obligations and time constraints honestly and openly with the coach or coaches.
- , You should get information on their coaching ability, past successes, times that they are available to coach, and their willingness to work with you.
- , Ask what--aside from coaching-- they and their school or club might be able to provide, such as training room and weight room facilities or training equipment.
- , Ask if you will have other athletes of similar ability with which to train.
- , Realize that some coaches are willing to help you without a charge, but other coaches earn a living by coaching individual athletes. This issue should be addressed during the initial appointment with the potential coach.

We are not able to “guarantee” you that we can find you a coach because we do not know the commitments of the certified coaches. Nor do we know about your unique situation, the type of rapport that you have had with previous coaches, or what you are looking for in a coach. However, we can provide names of knowledgeable coaches in your area for you to contact.



USA Track & Field offers Coaching Education schools beginning with the Developmental Coach, Level I, II and III.



What do you need from a coach? Make sure that you assess what your needs are before you meet with a potential coach. After the meeting, evaluate how the coach matches up to your needs.

If you are moving to work with a coach, it works best if you establish a residence and method of support before moving. You need to have a backup plan in mind or on paper before moving.

The NCAA does place restrictions on collegiate coaches working with former student-athletes and athletes who are not former student-athletes at the institution where they wish to train. If you graduated from the school where you are training, you can practice with the team. If you did not graduate from that school, you may not workout with the collegiate team. (See Addendum "E" for the actual rules). This regulation will place an extra burden on the coach if you did not graduate from the institution, so please understand if a coach is not able to work with you for this reason.

This rule does not, however, apply to NJCAA Colleges. NAIA rules stipulate that the athlete must be a student at the university or college to participate with the team, which means that you could enroll in a minimum of a one hour course to meet the criteria.



Do not go blindly into a new situation, have a plan!



Unfortunately, this rule does impact USATF athletes and facility usage.



NJCAA and NAIA rules differ from the NCAA in this matter.

COMPETITIONS

How do I find out about meets?

USA Track & Field annually publishes the U.S. Athletics Calendar, detailing that year's competitions. The meets are organized by week and contain the name of the meet director and contact information. This invaluable guide will help you plan your competitive schedule for the upcoming year. The meets listed range from local association meets to major domestic and international events.

USA Track & Field also lists a variety of meets on its web site at www.usatf.org. Another source for competitions are the local Associations (see Addendum H).

How do I get to meets?

Meets that allow post-collegians to compete are referred to as "open" meets. Some open meets will offer travel stipends (and possible promotional fees and prize money). Contact the meet director to see if travel stipends are available and what athletes qualify for these stipends.

The USATF Development Chairs sometimes have funds available for athletes in their event group to travel to competitions. The availability of funds varies by event from year to year.

Athletes may have the opportunity to compete in unique events, such as the Can-Am and NW distance series or the altitude competition in Flagstaff. Contact your event chair for more information on the unique competitive opportunities that are available to you.

Why is it important to go to the National Championships?

Most athlete support monies and team selections are based on your place finish at the Outdoor National Track & Field Championships. You will not be eligible for programs if you do not compete in the Outdoor National Championships.

The Indoor National Track & Field Championships act as the team selection meet for the World Indoor Championships and other indoor meets depending on the year. The Winter National Cross-Country Championships act as the team selection meet for the World Cross-Country Championships.



Get to know your Event Chair, they can help you to stay in the sport longer.



Your National place finish opens doors!

How do I qualify for the National Championships or the Olympic Trials?

Each December at the USA Track & Field Annual Meeting, the Standards Committee establishes the standards for the Indoor, Outdoor and Jr. National Championship meets. These standards are later posted on the USATF web site (www.usatf.org). An athlete who has met those standards within the qualifying time frame at either a USATF or IAAF sanctioned or recognized event, collegiate meet or a high school meet (except duals or triangulars) may enter. To receive an entry booklet for any of the USATF National Championships, please call USA Track & Field at 317.261.0500.

The Olympic Trials standards are established 14-18 months prior to the event and are also available on the USATF web site (www.usatf.org).

How to enter the National Championships?

Participation in the National Championships is a two-part process. The first step is to complete the entry information and return it to the designated site on the entry form. The second step is to call and declare your entry. A declaration number is provided in the entry booklet for each championship, and you will NOT BE in the meet unless you call to declare.

What about the Golden Spike Tour meets?

In 1999, USATF launched the Golden Spike Tour, a series of indoor and outdoor meets that provide athletes with a high level competition while promoting the sport of Track & Field within the United States. The series usually features a minimum of ten (10) core events, where America's best track and field athletes compete for prize money by finishing in the top six in each event. USATF awards more than a million dollars in promotional and prize money to participating athletes in this tour. This series successfully has placed track and field back on network television on a consistent basis in the U.S. Please note that some non-Golden Spike events may be contested in Golden Spike meets as an Olympic Development activity that are not eligible for GST prize monies. Arrangements will be made concerning these meets prior to each season.

What if I want to compete in Europe?

Every summer, Europe holds a variety of competitions. "A" meets are for the well-known elite athletes. "B" meets are sometimes available for our emerging athletes. If you hope to run in Europe, an agent or a coach who knows the meet directors and the "circuit" is crucial.



1. You must enter
2. You must declare



You now have an opportunity to compete domestically and earn prize money!

What is the Grand Prix?

The “Grand Prix” is a series of US and International meets. This series can be separated into three levels of meets, with the highest being the IAAF Golden League, followed by the IAAF Grand Prix and finally the IAAF Grand Prix II, which culminate in an event winner and an overall Grand Prix winner. These meets culminate in the determination of an event winner and an overall GP winner. The winners are decided through a graduated point system that accounts for the level of the meet and the place finish.

“A qualified athlete is a bona fide competitor who in the event, has in the current or preceding year, equalled or bettered the performance of the 50th best in the World the year preceding the Grand Prix, as recognized by the Association of Track and Field Statisticians (ATFS).” A minimum number of athletes are required for an event to be eligible for Grand Prix status. (Four athletes in the jumps and running events and three athletes in the throws, who are ranked in the Top 50 in the World).

Men’s Events: 100,400,1500,3000,400 H,HJ,PV,TJ, Shot, Hammer (offered in the even years) and 200,800,1500,3000, 3k SC, 110 H.,LJ,Discus and Javelin (offered in the odd years)

Women’s Events: 100,400,1500, 3000,100H,LJ, Discus and Javelin (offered in the even years) and 200,800,1500,3000, 400H, HJ,TJ, PV, Shot and Hammer Throw (offered in the odd years).

The prize money structure for each individual event in 2001 will be: 1st-\$50,000, 2nd-\$30,000, 3rd-\$20,000, 4th-\$10,000, 5th-\$8,000, 6th-\$7,000, 7th-\$6,000 and 8th- \$5,000.

The prize money for the overall Grand Prix winner for 2001 will be: 1st- \$100,000, 2nd-\$60,000, 3rd-\$30,000.



You must be ranked in the top 50 in the World to be eligible.



WOW!!!!

I can make a living in Track & Field, if I am good enough.

DEVELOPMENT- Men's

The mission of the Men's Development Committee is to place male athletes on the victory podium at the Olympic Games and the World Championships. The Committee accomplishes this goal by establishing a pyramid of performance levels with emerging Elite and Junior athletes at the foundation for our quadrennial activities. The Committee attempts to establish progressively tougher standards for the athletes within in the program as they progress toward the peak of the pyramid, but the Committee also identifies and supports the new, emerging athletes who should be included in the program each year.

The overall objectives of the Men's Development Committee are to:

- Identify • Track • Evaluate • Assist

Identifying and Selecting Athletes into the Men's Development Program

1. The program services emerging elite athletes from the minimum age of seventeen until the time an athlete qualifies for an Olympic or World Championship team. Each event group establishes its own criteria for their athletes' maturation. This decision is the responsibility of each Broad Event Committee.
2. The Development program ideally encompasses a 4-year span of time, providing that the athletes involved meet the standards and progress sufficiently.
3. High school athletes participate in the program with their coach. High School athletes can take part in Evaluation Camps at their own expense, while Development periodically will provide these students with resource information and make every attempt to keep the high school coach "in the loop".
4. The athletes selected for the program will include the Top Ten in each event according to the year's ranking or *Track and Field News* .

Contact information for Men's Development can be found in Addendum C



Ranking is used to assess who receives Development and most other USATF funds.

DEVELOPMENT - Women's

The mission of the Women's Development Committee of USA Track & Field is to provide a variety of activities for all levels of women athletes from the grassroots level through the elite level. Their goal is to sponsor programs that will aid in the development of performance levels for all Olympic track and field events. The Committee will meet this goal by integrating the resources from development, sport science, and coaches education to further the knowledge of technique and training both on and off the track/field, which ultimately lead to elite level performances in major yearly international championships.

Goals of Women's Development

1. To place at least one finalist in each recognized Olympic event in the yearly major international competition.
2. To have at least one athlete ranked on the World Top 10 List in each recognized Olympic event yearly.
3. To provide camps/clinics for junior and emerging elite athletes and their coaches.

Objectives of the Committee

1. To provide an opportunity for the top 8-10 senior athletes and their coaches in each Olympic event to receive up-to-date training information and competition/training summits.
2. To conduct a summer camp/clinic for junior elite athletes and their coaches.
3. To sponsor regional camps/clinics covering all track and field events, specifically focusing on the female athlete and coach.
4. To educate athletes and their coaches of the latest scientific and training information concerning each event through the distribution of printed and video materials.
5. To encourage junior high and high school athletes to participate in track & field events through camps/clinics.
6. To inform post-collegiate athletes of information pertaining to their responsibilities as an elite athlete after leaving college competition.
7. To plan short and long term activities for each of the recognized Olympic events, while also integrating possible future Olympic events into a full development program.
8. To obtain grants that will provide greater opportunities for female track & field athletes in the USA.
9. To provide a network of track & field coaching opportunities for women.
10. To work collaboratively with the Men's Development, Sport Science, and Coaches Education Committees to develop projects that serve senior and junior athletes/coaches.



Yearly rankings are used to assess who receives Development and most other USATF funds.

Contact information for Women's Development can be found in ADDENDUM J.

DIRECT PAYMENT LICENSE

What is a Direct Payment License (DPL)?

Effective with the International Amateur Athletic Federation (IAAF) Congress in August of 1993, athletes may receive appearance fees, prize money and endorsement fees directly from the event or sponsor provided that the athlete has obtained a Direct Payment License from USA Track & Field. The DPL also stipulates that the athlete acknowledges they:

- Are eligible to compete in accordance with USATF and IAAF rules
- Will abide by all applicable doping rules and comply with drug testing regulations
- Will abide by all rules and regulations governing the sports including but not limited to (found in Addendum F):
 - IAAF Rule 12 regarding International Meetings
 - IAAF Rule 18 regarding Advertising and Displays during competition
 - IAAF Rule 53 regarding Ineligibility for International Competition
- Will only use an Athlete Representative registered with USA Track & Field (see Agents)
- Is a US Citizen or bona fide resident alien
- Does not have any remaining collegiate eligibility

Who must have a DPL?

In order to collect prize money, appearance fees or endorsement fees from a USATF sanctioned event, any US citizen or resident alien must have a DPL on file. An athlete with remaining collegiate eligibility should not obtain a DPL in order to protect any remaining collegiate eligibility.

How do I get a DPL?

Contact the Accounting Department of USA Track & Field at (317.261.0500 x 330) to request the DPL application. Return the form with the one time fee of \$25 to USATF. You do not need to renew the DPL each year. *However, it must be validated each year by purchasing a USA Track & Field membership.* Athletes whose applications are accepted will be sent a letter notifying them of acceptance. The letter will incorporate a temporary DPL, to be replaced by a credit card style license in approximately three weeks. You do not need to carry your DPL card, but you should know your DPL number. However, USATF National Road Championships will request your DPL number on race applications, so it is a good idea to travel with that number, along with your USATF Membership card.



In order to get monies from competitions, you must have a DPL.



Agents must be registered.



The DPL is a one time fee.

USATF membership validates the DPL and is a yearly membership.

Athletes who receive their membership cards through their local Association must notify USATF Accounting by telephone or letter of their current USATF membership card number before competing in a prize money event. You will be sent an annual validation stamp upon such notification. If you are with a registered agent, your agent should take care of the membership card each year; however, you may want to verify this issue with your agent. Please notify USATF Accounting of name changes (such as marriage) to avoid potential confusion (See USATF Membership).

How is a race director notified that I have a DPL and can receive prize money?

The athlete's name and license number will be entered into a computer data base. A computer diskette with the appropriate instructions will be sent to the meet directors of Regulation 14 sanctioned prize money events approximately one week before the event.

Meet directors may only directly pay funds to those athletes who present a validated Direct Payment License or whose names appear on the list provided by USATF. An athlete's license is only valid if the athlete has renewed his or her USATF membership card. The athlete's card is valid only if it has the current year's sticker on it or if his or her name appears on the USATF list.



Meet directors may only pay funds to athletes who have registered for a DPL.

NOTE: USATF membership expires December 31st each year. Please remember if you have a January or February competition, it is your responsibility to acquire a current USATF card. You can avoid any problems by buying your card after November 15 of the preceding year.

DISTANCE RUNNING & ROAD RACING

NOTE: The Long Distance and Road Racing community originated the idea for the Post-Collegiate Survival Guide. This section was in the original document.

Racing Opportunities

Probably one of the most difficult transitions for post-collegian is changing their racing approach from a national one to an international one. As a US collegian, athletes are focusing on peaking in April and May (Penn Relays and NCAA), whereas to succeed on to the international level they have to look at the World Championship and Olympic calendars.

- Typically:
- World Cross-Country is in March (qualifying meet is the USA Winter Cross-Country meet in February).
 - USATF Nationals in June.
 - Grand Prix runs from June through September
 - A variety of other international events and championships occur throughout the year. (www.usatfldr.org).

Competing in meets, especially in Europe, takes long range planning and effort, along with strong support from a coach or agent. The coach or agent has to be willing and able to call on your behalf and structure your racing so that you have the opportunity to race in quality meets based on previous competitive success. Early European or US races with good marks can help open doors later in the season.

To enlist an agent, please refer to the section in this book and Addendum A.

Getting onto a US Team

USATF funds more than 15 teams in international competitions each year. Qualifying for and competing on such teams are important steps in the development of an athlete. USATF sponsors teams for the following events that are specific to LDR.

- World Cross-Country Championships (every March) - Men's teams for 4k and 12k and women's teams of 4k and 8k are selected by finish at the US Winter National Championship in February.
- World Half Marathon Championships (every October). A



Getting international experience requires assistance from a coach or agent.



See a listing of major competitions on our website--
www.usatf.org

team of five male and female athletes are selected. Selection varies with ranked performances and/or participation in National Marathon Championships.

- Ekiden Relay Teams- Six stages team road relay. Selection is based on yearly rankings and availability. For consideration for these teams, send a resume and a letter of interest to the Men's LDR Chair – Danny Grimes (596 Hyde Ave. Pocatello, ID 83201; Phone 208.478.1735 or mldrusatf@aol.com) and the Women's LDR Chair - Carol McLatchie (8618 Birdwood, Houston, Tx. 77074; Phone 713.777.6840 or carolmcl@flash.net).
- Additional track meets v. other countries- At times, the US has the opportunity to compete against another country in a dual meet. Selection is based on yearly rankings and availability. Send resume and letter of interest to above chairs.

Tips to help you qualify for USA National teams are:

- Put your name and address on USATF's International Competition Elite Athlete list.
- Run big races against strong competitors.
- Post competitive marks on the track and roads.
- Race in the USATF National Championships for cross-country, indoor and outdoor track, as well as road races.
- Do not go to an event as an invited runner if you are sick or injured. Let the race director know of your problem as soon as possible.
- To enhance your visibility as a possible invited athlete for road races, contact Road Race Management about a free listing in their annual "**Guide to Prize Money Races and Elite Athletes**" (4904 Glen Cove Pkwy, Bethesda, MD 20816; 301.320.6865 or www.rrm.com).
- Notify the USATF National Headquarters (317.261.0500 x.306 or email Malaika.Ware@usatf.org) and Road Running Information Center as soon as your address and phone number changes. Help us keep track of you. (USATF Road Running Information Center, 5522 Camino Cerralvo, Santa Barbara, CA. 93111 O-805.683.5868 or honikman@silcom.com or website www.usaldr)

USATF National Championship AADP- The Association Athlete Development Program is sponsored by USATF's Women's and Men's Long Distance Running Committees. The program provides lodging and expenses for many developing athletes to compete in several US National Road Championship through out the year. Contact Carol McLatchie or Danny Grimes for more information (see above).



Good advice from those who have been there.



Keep USATF and Road Running Information Center informed of any changes in your address.

Prize Money Races- A listing of races offering prize money can be found in numerous publications. Check USATF's On the Roads, Running Times Magazine, The Running Journal, or order the Guide to Prize Money Races, Elite Athletes from Road Race Management (see previous listing) along with Runner's Wired.

Developmental Programs

Developing athletes also have access to programs that can provide them with such necessary items as financial aid, training groups and coaching. As of the printing of this guide, not all of the programs listed below have been fully realized. Call the listed contact for more information including athlete eligibility.

Team USA Distance Running- The Long Distance Running Division of USA Track & Field, in partnership with Running USA, has developed a national athlete development program called Team USA Distance Running. The program, launched at the 2000 US Olympic Track and Field Trials in Sacramento, is dedicated to developing and promoting U.S. distance runners by providing coaching, structured group training, athlete support, media services and promotion.

At the core of the program is the establishment and promotion of eight to ten training centers around the U.S. over the next four years. The purpose of these centers is to increase the opportunities for , and the number of, U.S. athletes by creating training environments that will produce more world class American marathoners and distance stars by the Olympic Games of 2004 and beyond. Each center will become part of Team USA Distance Running and will get some support from Running USA and USATF such as small grants, coaching assistance, help in identifying athletes, promotion of athletes, training summits, high altitude training camps and/or sponsor recruitment assistance.

As of this printing, there are four Team USA Training Centers in operation-- in Rochester Hills, Michigan (Hansons Running Shop), Rochester, New York (Team BrownStone), Sand Diego, California (Team USA Southern California) and Minneapolis, MN (Team USA Minnesota). For current information on Team USA Distance Running, go to <http://www.runningusa.org> or call Ryan Lamma 805.696.6232.



NCAA and NAIA rules are different in regards to coaching.

Road Runners' Club Road Scholar Program- RRCA provides annual cash stipends of \$4000 for living and training expenses for four to six emerging elite road racers . For more information or an application, contact RRCA at 510 North Washington St.,

Alexandria, VA. 22314 or 703.836.0558 or www.rrca.org.

Race Results Weekly American Prize Money- RRW is providing course record prize money for races featuring US –only prize money. Contact RRW for more information at <http://www.raceresultsweekly.com>

USATF Elite Development Clubs- USATF plans to designate a number of preexisting USATF clubs around the country as Elite Development Clubs. These clubs would be able to provide coaching, training groups, facilities and/or possibly travel money to races. This is a logical next step after college-- they are the most similar thing to the college environment that an athlete is going to find. Training off on your own-- even with a great coach -- is tough. Being part of the training group provided by an EDC is one of the biggest assets. For more information on this program contact Mike Scott at 401.848.5121 or miscott@worldnet.att.net or check the website at <http://miscott.home.att.net/clubs>.

USATF Regional Development Sites- USATF hopes to persuade a number of athletically successful colleges and institutions to provide room and board, coaching and facilities to a select number of elite distance runners. Although no money is involved this program would allow athletes to train, basically on a grant. This program is currently being developed.

KEY WEBSITES

www.usatf.org

www.runningusa.org

www.usaldr.org

DRUG TESTING

What Substances Do I Get Tested For?

If you are competing in USATF sanctioned events, IAAF sanctioned events, or USOC sanctioned events you are subject to drug testing and will be tested for a greater range of prohibited stimulants (substances such as ephedrine, pseudoephedrine, and amphetamines), anabolic steroids (substances such as testosterone, DHEA, and androstenedione), and prohibited techniques (substances such as diuretics, epitestosterone, and probenecid) than are listed on the NCAA List of Prohibited Substances. The lists of prohibited substances can be found in the Olympic Movement Anti-Doping Classes of substances and Prohibited Methods of Doping Code, the US Anti-Doping Agency (USADA) Guide to Prohibited Substances, and the IAAF List of Prohibited Substances. It is important to remember, however, that these lists provide only examples of prohibited substances. (For more information, about these agencies see the Governing Bodies section).

You should always remember to call the USADA Drug Reference Hotline or access the IAAF website (www.iaaf.org) before consuming any substance, medication or nutritional supplement. The number for the Hotline is 1-800-233-0393.

Athletes that test positive in any one of these categories are subject to sanctions imposed pursuant to USATF's Regulation 10. The penalty for a first time doping violation involving the use of stimulants is a public warning and a disqualification from the event in which the sample was taken. The penalty for a first time doping violation involving the use of anabolic steroids, amphetamines, and/or utilizing a prohibited technique is a two (2) year period of ineligibility. A second offense carries a lifetime period of ineligibility.

USATF adheres to a strict liability policy with respect to doping control. This means that you are responsible for every thing that you ingest, regardless of whether or not you knew it was prohibited, and you will be considered to have committed a doping violation if a urine sample you provide contains a prohibited substance.

Because the Food & Drug Administration does not require nutritional supplement manufacturers to disclose the contents of the supplement, many nutritional supplements contain substances that are banned by the IOC, USOC, and

NEW in 2001-
US Anti-Doping Agency has replaced the USOC program.



BEWARE!

The list of prohibited substances is different and larger than the NCAA list.

The list includes such examples of Over - the - Counter medications such as:

Sudafed, Actifed,
Dimetapp, Contact,
Seldane-D and
many, many others.



An error can be costly to your competitive career.



Nutritional Supplements are not regulated and put you at risk for a positive test.

the IAAF, and therefore by USATF. As a result, you are advised not to ingest any supplement unless you are 100% certain that they do not include a prohibited substance.

There are, however, exceptions to this strict liability policy. Athletes that have asthma or other conditions that necessitate the use of a prohibited substances may apply, **prior to entering a competition**, to the IAAF and USADA for a medical exemption. The requirements for obtaining a medical exemption and/or waiver can be obtained by contacting the USADA (866.601.2632 or www.usantidoping.org), or the IAAF(www.iaaf.org) directly, or by contacting the USATF legal department (Jill Pilgrim) at 317-261-0500 x.341 or www.usatf.org/EliteAthletes.

How Do I Get Tested?

You are subject to both in-competition drug testing and out-of-competition drug testing. In both cases only urine is collected and tested.

Out-of-competition testing occurs outside competitions and may be conducted by either representatives of USADA or the IAAF. If you are ranked among the top 20 in the World or one of the top fifteen (15) performers in your respective event, you are subject to out-of-competition drug testing. The rankings are provided by the IAAF, Track and Field News and the Road Running Information Center. The IAAF rankings can be found on their website (www.iaaf.org). **If you are subject to out-of-competition testing, you are responsible for keeping USADA informed of your most current address as well as any temporary address changes.** You must let USADA know when you will be away from your residence for more than two days.

USATF contacts every athlete who enters into the drug testing program and requires that you complete a USADA and IAAF location and training information form. If you think that you may be in the top one of the top performers (World Top 20 or Top 15 US) in your event and we have not contacted you, please contact USATF immediately. We will be happy to confirm whether you are in the drug testing pool. In addition, we can send you additional information regarding the Drug Testing Program and the substances prohibited by both the IAAF and the USADA.

Under the IAAF out-of-competition drug testing rules, any athlete competing and who is ranked among the top 20 in the World is subject to out-of-competition drug testing by them. The IAAF out-of-competition drug testing program is conducted pursuant to the provisions set forth in the IAAF Procedural Guidelines for Doping



Asthma inhalers, insulin and corticosteroids require prior approval from the USADA or IAAF.



Your responsibility is to keep USATF informed of your current living address or when you are traveling away from home or school.

The Drug Testing address is used for sending checks and any other athlete mailings.

Control. (see www.iaaf.org or contact the USATF Legal Department for a copy).

However, regardless of the organization responsible for conducting the out-of-competition program, **it is important for athletes to know that out-of-competition drug testing can occur any time and any place.**

A collector (representing either the IAAF or USADA) must identify him or her self to you as a “collector” and present identification before a sample can be collected. ***If you refuse to submit to testing, you may be charged with a doping offense and prohibited from competing in USATF and IAAF events for a period of two (2) years.***

In-competition drug testing occurs at all USATF National Championships, Olympic Trials, World Championship trials, and other selected USATF sanctioned events. Drug chaperones will present notification forms and instructions to you, if you have been selected for drug testing.

Who Will Test Me?

Because USATF is a member of both the USOC and the IAAF, and because both the USOC and the IAAF have drug testing programs, you are subject to drug testing under the auspices of by both organizations. (NOTE: USADA conducts drug testing on behalf of the USOC). However, regardless of the organization conducting drug testing, and regardless of the number of times you have been selected for in-competition or out-of-competition drug testing, you must provide a sample if selected for drug testing. An unexcused failure to provide a sample could result in the sample being considered positive for a prohibited substance and a two (2) year penalty may be imposed.

What Happens If A Sample Tests Positive For A Prohibited Substance?

USADA handles all aspects of the disciplinary process if a sample tests positive. If USATF is notified by the IAAF, or another relevant authority other than USADA that a sample has tested positive for the presence of a prohibited substance, USATF notifies the athlete and informs USADA, who handles the remainder of the process.

Athletes found to have committed a doping violation will be subject to the following penalties for stimulants:

- 1) A first offense using a stimulant is a **public warning**, a disqualification from the event in which the sample



Refusal for testing is the same as a doping offense.



Always call- do not make a costly error.

- was taken, and a loss of any award or prize money received.
- 2) A second offense for stimulant use is a **two (2) year** period of ineligibility, and
 - 3) A third offense is a **lifetime ban**.

The following penalties are for the use of anabolic steroids, certain amphetamines or prohibited techniques:

- 1) A first offense is a **two (2) year** period of ineligibility.
- 2) A second offense for the above-mentioned substances is a **lifetime ban**.



Call Jill Pilgrim at
317.261.0500 x 341 or
e-mail at
Jill.Pilgrim@usatf.org

Remember:

Before taking any substance or medication, call :
1-800-233-0393 The Olympic Drug Reference Line
It is your responsibility and your career!

For more information or if you wish to request a packet of information concerning drug testing, please contact the USATF legal department-- Jill Pilgrim at 317.261.0500.

This information is intended to be a general overview of drug testing issues. Please obtain all the original documents and information regarding drug testing and read them thoroughly. This does not offer legal opinion or advice, and should not be relied upon as a source of legal advice or guidance.

Olympic Competitions

**International Olympic Committee
IOC**

- *Governs the Olympic Games
- *Involved in all Olympic sports- both Winter and Summer
- *Conducts Drug Testing

**United States Olympic Committee
USOC**

- *Certifies teams for Olympic, Pan-American and World University Games
- *Provides funding and support services to National Governing Bodies (NGB's)
- *Involved in all Olympic sports
- *Conducts Drug Testing (under USADA)

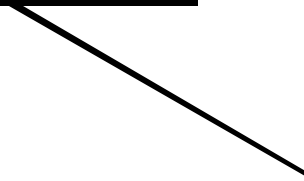
International Competitions

**International Amateur Athletic Federation
IAAF**

- *Governs Cross-Country, Track & Field, Long Distance Running and Racewalking
- *Governs all World Championships involving these disciplines, other than the Olympic Games
- *Conducts Drug Testing

**USA Track & Field
USATF**

- *Determines teams for Olympic, World Championship, Pan-American and World University Games
- *Member of USOC and IAAF
- *Athletes are drug tested by IOC, USADA and IAAF



USATF MEMBERSHIP

Why do I need to be a USATF member?

You must be a member in order to:

- a) score and compete in any of our National, Regional or Association Championships;
- b) receive prize money;
- c) compete on a National team;
- d) receive the Accident Insurance Policy, which covers you at practice and meets and includes travel to and from each site.
- e) to support the sport.



You must get a new card every year for in order to get any prize money

NOTE: In order to collect prize money you must have both a Direct Payment License (DPL) and a current USATF membership card (see DPL section).

How do I get a membership card?

There are four easy methods to obtaining a USA Track & Field membership card:

- 1) Contact your local Association. A listing of all the Association addresses and phone numbers have been included in this book (Addendum H).
- 2) Register on-line at www.usatf.org.
- 3) Contact the National Headquarters (317.261.0500) and request membership information.
- 4) Obtain a card at any National Championship.

How much does it cost?

Although the cost ranges from Association to Association, a membership will not be more than \$20.00. Membership is valid for a one year period ending each December 31st. When purchase a card between November 1st and December 31st, the period extends until the end of the following year. The funds from membership assist the in implementing programs within the Association. In order to plan ahead for a January or February competition, you can purchase the next year's USATF card as early as November 1st of the preceding year.

What will I receive with my membership?

- A USATF membership card.
- A subscription to our quarterly publication *Fast Forward*.
- Discounts on USATF apparel and merchandise.
- Accident Insurance when traveling to/from and compet-



ing in USATF sanctioned meets and practices.

- Our Member Benefits Package, which includes discounts on various products and services including Nike, *Running Times*, and *Track & Field News*.

MONEY MANAGEMENT

Get Help

Even if you have a background in personal finance, taxes, money management, business, or a related field, establish a relationship with someone who can give you financial advice. As an athlete you will probably be earning money from several sources. These multiple sources will make it difficult to plan, budget and understand the tax consequences of your income. Although a stock broker or consultant may be best, a family member or friend with knowledge of your situation and the current tax laws would work also. But, if you use a personal friend, try to avoid someone that has financial ties to you. This person must stay current on tax information. Ask your college coach, a business school professor, your parents, etc. for assistance.

Know what you make!

The key rule of money management is to know where the cash is coming from and where it needs to go. Everyone should be able to sketch out the sources and uses of his/her income on one piece of paper. **DO THIS.** To create an effective budget, review all your expenses, including rent, food, insurance, car costs, medical bills and daily living expenses. In addition you should plan on saving money for major items that may occur in the future, like a wedding or large down payment on a house.

Set Goals

You set goals for training and competing. You should set goals for saving and spending. A simple goal may be to pay off student loans or buy a car. You should set a goal to start a retirement plan like an IRA— even if you only invest \$100. The secret to savings is to pay yourself (savings account) first.

Look out for Scams!

Watch out for the easy answer or the quick deal— 90 days same as cash/ no payments for one year/ instant credit/etc. **THERE IS NO FREE LUNCH**— the deals are everywhere because they are profitable for the companies selling to you. A deal that seems too good to be true, probably is.

Notoriously bad “deals”— extended warranties, vacation clubs/ timeshares, cash advances on credit cards, bill consolidation loans (except from reputable banks), most things sold over the phone, quick refunds from tax preparers— all seem good at the time but are very costly in the long run.



It is your responsibility to know where your money is going. Establish a budget.



Avoid receiving investment advice from someone you do not know, over the Internet, from friends of friends, etc. Do not invest in something or some company you do not understand.

Retirement Plans

Depending on your financial situation, you may want to consider setting up a retirement plan. When done right, you avoid paying taxes now and the interest grows tax-free until you withdraw it—usually when you retire. If you put away \$2,000 each year for 10 years—beginning at age 20 and at a rate of 10% per year, you would have over \$1 million at the age of 65. Read up on IRAs, Roth IRAs, etc.

If you are successful in your post-collegiate career, consider paying yourself only a living wage from your earnings. Plan to put the rest of your earnings into funds for your future. You may only have a short time at you maximum earnings potential-- so spend and plan wisely.



WOW!!!



Your earning power is only as good as your last competition and a serious injury can end your career.

OLYMPIC JOB OPPORTUNITIES PROGRAM

What is the Olympic Job Opportunities Program?

The Olympic Job Opportunities Program (OJOP) is designed to provide job assistance and career counseling opportunities to athletes who possess high Olympic potential. The jobs available in this program offer an opportunity for athletes to begin a productive career outside of track & field, while providing them the necessary time off for training and competition.

Who qualifies for OJOP?

- 1) Be ranked among the top 15 internationally ranked athletes by the Track & Field News or IAAF year end rankings in an Olympic event, and/or
- 2) Be an Olympian.

How do I enter into OJOP?

Contact Malaika Ware, the Elite Athlete Services Coordinator, to inform her of your interest in the OJOP program. She will research your performance history and forward that information to the USOC Athlete Services Division. In addition, prepare a resume of your educational and work experience to provide to the USOC Athlete Services Division. **This process does take time-- plan ahead.**

If I am accepted, what happens?

If accepted, you will receive a congratulatory letter and a registration packet from the USOC Athlete Services Division (ASD). If denied acceptance, the Athlete Service Division notifies USATF, who in turn notifies you. Upon acceptance into the OJOP program, you will need career consultation from a Drake Beam Morin consultant. You will receive a letter with the name, phone number and address of the closest consultant in your area, as well, as information on Peak Performers Workshop (PPW).

You must attend a PPW and submit a completed resume, that is jointly prepared by you and your DBM career services consultant to the USOC Athlete Services Division before becoming active in the "job search" process.

You must work with the DBM consultant, the ASD office and local networking contacts on job lead development and career skills. You must inform the ASD office bi-weekly on your job search process. After a job is attained, notify the ASD office of your employer, phone number and job title.



The USATF Outdoor Nationals is a must!



Call Malaika Ware at
317.261.0500



Peak Performers Workshops (PPW) are designed to assist and prepare you for a job search. These workshops are highly recommended.

USOC- OLYMPIC TRAINING CENTERS

What is an Olympic Training Center?

Olympic Training Centers (OTC), facilities where you may come to train and receive sports medicine and sports science support, are operated by the USOC. Qualified athletes may reside at the center and use all its facilities at no cost.



Where are the Olympic Training Centers?

The United States Olympic Committee (USOC) has four training centers in the United States: Chula Vista, CA; Colorado Springs, CO; Lake Placid, NY and Marquette, MI.

The ARCO Training Center, located in Chula Vista, is the OTC most commonly used by USATF athletes. The ARCO TC is the only center with a track & field facility and has a Coordinator of Track and Field (Ray Kuhles), who is available to assist all athletes training at this facility. This excellent facility is in an ideal location for focused training. The ARCO TC is located just 20 miles south of the San Diego Airport and the USOC offers airport shuttle service.



You can now go to the Arco Center and train with a coach (or use your own workouts) and have your housing and meals taken care of.

The COLORADO SPRINGS TC is the largest of the three centers. This facility no longer has a track on site, however, there are several tracks in the area that may be used with prior approval. The Colorado Springs OTC does afford the opportunity for training at altitude, along with excellent medical support services and weight training. The OTC is located approximately 10 miles north of the Colorado Springs Airport and the USOC offers airport shuttle service.

The LAKE PLACID TC is the primary winter sports training facility. However, this facility is excellent for non-track training in the summer. This OTC is located approximately two hours from the Albany, NY airport.

The NORTHERN MICHIGAN OTC is a winter sports training facility and is unique because it is designated as an educational center.

Who may use the facilities?

The USOC requires USA Track & Field and other National Governing Bodies (NGB's) to establish their criteria for the use of the OTCs. There are three types of programs for athletes, these being: Resident, Short Term and Facility use.

The first category is the "Residence Program". USATF annually

fills out a “Residence Program” application. As part of the USATF application, any athlete who wishes to use the OTC has to submit a separate individual application for the program. As a part of the application, an athlete must list annual performance goals that need to be met in order to remain in the residence program.



Access to this program is determined by your rank in your event.

The second category is the “Short Term Program”. To qualify for cost-free use of the OTC’s in this category, you must rank in the **top 15** US athletes in your event in the preceding year. If qualified, the athlete may use any of the OTC’s and its services free of charge. These services include housing (based on available space), food, weight room and medical support services. Non-qualified athletes may use these same services, but at a charge, in 2001, of \$40.00 per person/per day.



Access to this program is determined by your rank in your event.

The third category is the “Facility Use Program”. The facility is open for training to any athlete residing in the San Diego area, either permanently or temporarily. This program does not include any housing. Meals are provided to any qualified athlete, but non-qualified athletes are on a “pay as you go” basis as are the track and field facility, weight room and medical support services.

Athletes from many sports regularly use the OTC’s-- so an athlete must plan ahead in order to secure space when you wish to train, especially during periods prior to World, Pan-Am or Olympic events. The earlier you can get your application in, the better chance you have to be approved for housing.



Plan Ahead!

How do I request usage?

Each NGB is required to certify that the athlete meets the NGB criteria for one of the OTC programs. Duffy Mahoney, USATF’s Director of High Performance, currently endorses all athlete requests for the usage of the OTCs. For information concerning the usage of the OTCs, please contact Duffy Mahoney at 317.261.0500 x . 336 or e-mail at Duffy.Mahoney@usatf.org.



Duffy Mahoney
317.261.0500 or
Duffy.Mahoney@usatf.org

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Access to this program is determined by your rank in your event.



Access to this program is determined by your rank in your event.



Plan Ahead!



Duffy Mahoney
317.261.0500 or
Duffy.Mahoney@usatf.org

have someone look over your taxes.

If you make **any more than \$5,000** or if **your household is earning more than \$10,000** (including other jobs and spouse income), you should either read up on the tax rules yourself and know the forms OR hire an accountant — look for a Certified Public Accountant (CPA) in your community (get recommendations) that specializes in small businesses and individuals. A CPA is not cheap, but it will be worth the investment in the long run. Contact the CPA early in the year (don't wait until your doing your taxes). CPA's are especially helpful if you earned money in other countries, have investments, own a home, have a more complex business set-up (employees, home office, etc.) or if you live in a high tax state such as New York or California.

What income tax forms do I need to use?

As a self-employed business person, you are usually required to pay taxes to the IRS at least quarterly — once every three months. YOU NEED TO FILE FORM 1040-ES by April 15th, June 15th, September 15th and January 15th if you expect to pay more than \$500 in taxes in a year. This means a single person can earn less than \$10,000 “gross” before worrying about estimated taxes. (“Gross” is everything that you have earned before anything has been taken out). You would not have to file Estimated Taxes if you had zero income tax last year (total tax due on your 1040-not zero cash paid with return) or you did not have to file a 1040 last year. This could possibly apply to full-time students who have just left college the previous year.

Most of the time, you can put your earnings and expenses on SCHEDULE C (or even SCHEDULE C-EZ) when you are doing your Form 1040. This form lists the sources of income— you will receive a 1099 from meets/races where you won more than \$600 in a year. Even if you make less than \$600 at a meet, you should keep track of all earnings and put them on the tax return. The IRS uses computers to detect self-employed athletes who do not report prize money. You should also include non-cash earnings such as shoes, watches and gifts.

You get to deduct expenses on SCHEDULE C -- travel, meals, training, equipment, insurance, office costs, and other expenses.

After deducting your expenses from your income, the net income left over is taxed on your Form 1040 (along with earnings, from other jobs, interest and dividends, etc.).



You may be required to pay quarterly taxes.

What are types of deductions?

The good news is some of your expenses are now deductions (which reduces your taxes) and some payments are not even taxable. SCHEDULE C tells you about certain rules for expenses such as car mileage and home offices. **YOU HAVE TO KEEP RECEIPTS for most of these expenses.** It is a great idea to have a notebook or diary that gives you room to record not only what you spent — but where, when, why and with whom? IT IS IMPORTANT TO LIST OUT ALL THE FACTS surrounding your expenses — just write the brief details on the receipt and then store receipts in envelopes. This must be done daily, because in April you won't remember what happened in March of the previous year.

As a general rule, most expenses incurred in training or traveling to meets are deductions, but you should really know the rules (meals only 50% deducted, shoes/spikes deductible but not shorts/sweats). If you are doing your own taxes, a tax guide (such as Ernst & Young or Lassers, etc.) explain the rules and even provides a list of overlooked items.

If you are able to file the “long form” (1040A) because you own a house or are married to a regularly employed person, the “**Hobby Rules**” may be very helpful at avoiding the “self employer tax” of 7 1/2% on the gross earnings. Please review those rules with your accountant or in the tax guide.

If you earn money overseas, you need to keep track of all monies earned and know whether or not taxes were deducted. Each country is different — the important part is to know whether taxes were deducted, and if they were -- consult a CPA for help. If taxes were not withheld, keep track of the income and report the amount on your tax return. If you have lived in a foreign country for an extended time (at least a month), consult a CPA because there are many benefits available to you. Remember those travel cost are deductible.

Do not try to deduct expenses that were reimbursed by USA Track & Field or the USOC or even meet directors, since those organizations have to report these reimbursements when they are audited.

In the end, you determine the net income and then you use the tax tables to determine how much tax is due.



Get in the habit of keeping good records of what you spend and what you earn.



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In the end, you determine the net income and then you use the tax tables to determine how much tax is due.



Find out from your agent or the meet director if taxes have been taken out of your appearance or prize money.



What if I have no clue what I might make in a year?

You need to set aside some of the earnings to pay your taxes quarterly (and in April). Remember this could be as high as 50%, but most likely 25-35%. Put the money in a savings account -separate from your spending money. The IRS will collect the taxes from you and they charge interest, if you don't pay on time (quarterly and on April 15th). Plan ahead and you can prepare yourself for tax day.

This information has been provided as a general overview concerning tax issues. This information should not replace the counsel of a Certified Public Accountant or your own research into tax issues.

TEAM SELECTIONS

Getting onto a US Team

USATF typically sends approximately 15 teams to attend international competitions each year. Qualifying for and competing on such teams is important for the development of an athlete. The team selection is dependent on your place finish at a National Championship, such as Winter Nationals (CC), Indoor or Outdoor Nationals and/or good performances to qualify for long distance races, such as the Eikedens. Below is a sample of teams that USATF sponsors:

- Olympic Games- Every four (4) years, three athletes per event who achieve the “A” standard are selected to the team. The US Olympic Trials is the selection meet where the team is chosen.
- World Outdoor Track & Field Championships (includes World Championship Marathon) are conducted every non-Olympic year. The USATF Outdoor National Championships as the selection meet for the track & field portion and the National Marathon Championships for the Marathon portion.
- World Cross-Country Championships (every March). Men’s teams for 4k and 12 k and women’s teams of 4k and 8k are selected by finish at the US Winter National Championship in February.
- World Half Marathon Championships (every October). A team of five is selected based on the finish at the USATF National ½ Marathon or yearly rankings.

Tips to help you qualify for USA National teams are:

- Run big races against strong competitors.
- Post competitive marks on the track and roads.
- Race in the USATF National Championships for cross-country, indoor and outdoor track, as well as road races.
- Do not go to an event as an invited runner if you are sick or injured. Let the race director know of your problem, as soon as possible.

REMEMBER: If you make a commitment to a team, you need to inform the National Headquarters and the Head Coach IMMEDIATELY if you are unable to attend. We can replace you with another deserving athlete if given enough time. You would want that same consideration provided to you.



The USATF National Championships are a must!



“A” standard- the highest level of qualification and a country may the maximum number of athletes/ per event- if they have met the “A” standard.

“B” standard-if a country has no athletes with the “A” standard, they may send one athlete with the “B” per event.



Call Andrea Johnson or Malakia Ware at 317.261.0500 or email at Andrea.Johnson@usatf.org or Malakia.Ware@usatf.org

TRAVEL

Team and USATF Activity Travel

A Travel Authorization from the committee chair or team that you are travelling with must be on file before travel arrangements can be made. Please call the USATF Travel Service (Kim Skinner) who will help you with your arrangements. You will need to call a minimum of 24 days prior to your activity. USA Track & Field will only book the cheapest fare available for time and location. USATF issues electronic tickets, but an itinerary will be sent to the address you provide for the agent. The itinerary can be sent by email, if we have your email address. Give the agent your name, the name of who is travelling, the dates of travel, city of origin, and the destination, the preferred time frame for travel (AM or PM), as well as any seat preference or any other special requests (ie. meals).

Domestic Travel

Travel expenses to competitions will be one of your greatest expenses as an athlete. In order to reduce those expenses, plan your competitive schedule, noting when and where your competitions will be. This planning could potentially save you a great deal of money. Airlines operate under three basic ticket structures: 21-day advance, 14 day advance and 7 day advance, with most requiring a Saturday night stay. Typically, the 21-day advance with the Saturday overnight is the cheapest fare available. However, sometimes airlines will run special discounted rates. For this reason, you should plan your schedule early in order to take advantage of these deals.

USATF Travel Service (317.261.0500 x. 340 or 1.800.955.5822) will be happy to help you with any of your personal travel needs. They can also assist in securing hotel rooms and rental cars.

Check-in

Airport check-in varies, depending on the airline. Your seat will be cancelled if you are not at the gate 10-15 minutes prior to departure, 20-30 minutes prior to departure if you do not have a boarding pass. Check-in early, especially if it is a full flight and you want to reach your destination as scheduled. Requests for exit row seating should be made at this time.

To purchase a ticket at the ticket counter, you must be at the counter a minimum of one hour prior to the plane's departure.



Travel Authorization must be in before USATF travel is booked.



USATF Travel Service
1-800-955.5822



Plan ahead and save money.

Standby

If you have a ticket with the airline and you need to adjust your travel plans, you might be able to fly standby. In most cases, standby travel is only permitted on the original ticketed date of travel. This method works well if you would like to take an earlier or later flight. Call ahead to the airlines to check the status of the passenger list, and if the flight or any of the connections are not overbooked, go to the airport and asks the ticket agent to place you on the standby list. You cannot make standby arrangements over the phone. (You are not guaranteed flight an earlier or later flight going standby, it is based on availability and on a first-come, first serve basis, so the earlier your name gets on the standby list the better your chances are to make the flight.)

“OK” Means “Confirmed

In the unusual event you arrive at an airline counter with your ticket and find that the airline shows no reservations for you, DO NOT LEAVE THE COUNTER. Check your tickets, and if the status box (#14 on How to Read a Ticket) shows “OK” for the flight in question, the airline must accommodate you on that flight. If they cannot provide you a seat, they must either find you a substitute flight , or pay you denied boarding compensation. If the problem is not resolved adequately, ask to speak to the Supervisor.

Baggage Liability

Liability for loss, delay or damage to checked baggage is limited to the restrictions below, unless a higher value is declared in advance and additional charges are paid:

1. Domestic travel -- \$1,250 per passenger
2. For most international travel -- \$9.07 per pound (\$20/kilo) for checked baggage and \$400 per passenger for unchecked baggage in the custody/control of the carrier.

International Travel

1. Make sure you have a valid passport and with you at all times.
2. Carry extra passport photos with you- you may need them for a visa for to enter a country in which you did not intend to race.
3. Keep a photocopy of your passport with you. This copy will expedite issuing a temporary passport, should yours be lost or stolen.
4. Reconfirm your continuing and return flights at least 72 hours prior to departure. Without a reconfirmation, the airlines retain the right to cancel the remainder of the itinerary.
5. Check-in at least **two** hours prior to departure. If you fail to meet the airline’s check-in requirements, your reservation may



- a. Have Passport.
- b. Reconfirm flights.
- c. Check-in prior to flight.
- d. RELAX



Make sure that you have equipment to compete with if your luggage fails to arrive.

be cancelled.

6. Carry any prescription medications with you, ensuring that they are correctly labeled.
7. Pack two days worth of necessities in your carry-on, in case your luggage does not arrive. You should include your competition gear in your carry-on.
8. Eat and drink lightly on the plane to combat the effects of Jet Lag. Drink juice or water rather than coffee and alcohol.
9. Check the U.S. Customs regulations prior to purchasing items to take home.

Passports

A passport is a formal document issued by a government to its citizens, subjects or nationals. This document officially establishes the bearer's identity and nationality, and authorizes the bearer to travel outside and return to his/her own country. A passport is generally required for US citizens for travel to or from all foreign nations. A passport is valid for ten (10) years. Some countries require that your passport be valid at least six (6) months beyond the dates of your trip.



Make sure that your passport has more than six months until expiration.

To obtain a passport, contact your local post office for an application. You will need:

- 1) Proof of US citizenship (a certified birth certificate or expired passport). A certified copy of your birth certificate may be obtained from the Bureau of Vital Statistics in the state or territory where you were born.
- 2) Photographs -- Two identical passport photographs (there are specific size requirements).
- 3) Proof of identity -- an official document, such as a recent passport, certificate of naturalization or citizenship, or a valid driver's license.
- 4) Fee -- currently \$60.
- 5) Completed passport application form DSP-11.

VISA

Some countries will require a VISA. A visa may be obtained from a consular representative either directly or through a visa service agency in the US before departure. Only in very few instances can a visa be obtained at the point of entry.

TRAVEL SAFETY TIPS

- Do not answer the door in a hotel or motel room without verifying the identity of the visitor. If a person claims to be an employee, call the front desk and ask if someone from their staff is supposed to have access to your room and for what purpose.



Keep up with your luggage at check out. It is an easy target.

- Use the main entrance of the hotel, when returning to your room late in the evening. Be observant and look around before entering parking lots
- Close the door securely whenever you are in your room and use all locking devices.
- Do not needlessly display guestroom keys in public or leave them on restaurant tables, at the pool or other places.
- Do not draw attention to yourself by displaying large amounts of money or expensive jewelry.
- Do not invite strangers to your room.
- Place all valuables in the hotel's or motel's safe deposit box.
- Do not leave valuables in your vehicle.
- Check all windows, sliding doors and connecting doors to make sure they are locked.
- Report any suspicious activities.
- Always secure valuables - purses, lap top computers, CD players, etc.- at all times. Most travel-related theft occurs when a valuable is not "held on to", even if the item is in plain sight (i.e. at a phone booth, in a restaurant).

Travel Savings

- 1) Book flights in advance-ALWAYS.
- 2) Do not change flights, unless absolutely necessary
- 3) Save unused flight tickets for future use.
- 4) Find hotels near the airport or track to eliminate expensive cab rides.
- 5) Avoid room service meals especially for small meals such as breakfast, since service charges are mandatory and can exceed the cost of the meal.
- 6) Internet services such as Priceline can offer great fares, but usually they have significant restrictions and/or additional fees. Research your options carefully.

Jet Lag

The relationship between sleep and human performance is very clear. When you rapidly cross time zones in airplanes, you disrupt the timing of the sleep/wake cycle and other biological processes. The effect on the body may result in the following symptoms: *fatigue, excessive sleepiness, disorientation, light-headedness, loss of appetite, gastrointestinal disturbance, insomnia, and difficulty concentrating.*

“The severity of jet lag is dependent upon several things: the number of time zones crossed, the direction traveled (east or west), and individual susceptibility (some more severely affected than others)”. For example, you may not notice any symptoms after crossing 1 or 2 time zones, but you will certainly have some jet lag after crossing 12 time zones.

How does Jet Lag affect athletic performance? Although, the effects vary from individual to individual, commonly noted problems are:

- prolonged reaction time
- reductions in anaerobic power and capacity
- reduced dynamic strength
- decreased short term memory
- decreased concentration
- increased accident and injury rates
- decreased alertness
- cognitive slowing

With the difference between winning and losing in track and field coming down to seconds and centimeters, Jet Lag can make a difference!

Jet Lag is not dangerous (unless you are unbearable without sleep). “A rule of thumb is that it takes one day for the body clock to adjust to each time zone you cross. Complete readjustment to a trip from the States to Europe often takes 6 to 10 days.” You can shorten that adjustment period by gradually shifting the sleep/wake cycle (Bedtime and wake-up time) prior to the trip, and through exposure to bright light at certain times of the day.

General Travel Tips

Your task is to avoid other factors that produce problems, such as:

Dehydration- Drink adequate amounts of non-caffeinated, alcohol-free beverages such as fruit juice, fluid replacement drinks and water. Do not pack water in your luggage, it weighs too much and can leak.

Inactivity-Try to get up and stretch and/or walk at least every 2 hours.

Shifting the Sleep/Wake Cycle

The body clock cannot adjust to large time changes rapidly, but it can handle small changes slowly. Therefore, if you start shifting your sleep/wake cycle (bedtime and wake-up times) a few days before you leave and finish shifting the first few days after you arrive, you will reduce and eliminate the effects of jet lag.

Practice changes before travelling to a major competition!

Light Exposure

“Light exposure is arguably the most powerful tool we have for readjusting the body clock. There is a direct neurologic connection from the eye to the body clock which allows light to adjust the clock every day. Simply being outside (even on a cloudy day), or in a brightly lit room is usually enough light exposure. The timing of the light exposure is important so try to follow the guidelines. Remember, it should be light when you want to be awake, and dark when you want to sleep.”

TIME ZONE GUIDELINES

0-2 Time Zones, East or West-

Jet lag is rarely a problem. Refer to General Tips.

3-5 Time Zones, West-

Jet lag is often present with these trips. Refer to General Tips.

- Prior to leaving, gradually shift your bedtime (BT) and waking time (WT) 1-2 hours later than usual. A couple of days before you leave, get light exposure for at least 30 minutes sometime in the 2 hours before you go to bed.

- Upon arrival, start with a BT and WT 1-2 hours earlier than usual and gradually shift towards your usual BT and WT. Get light exposure for at least 30 minutes sometime in the 2 hours before you go to bed for the first couple of days.

(For example from: Honolulu, Hawaii to Sydney, Australia)

3-5 Time Zones, East-

Jet lag is often present with these trips. Refer to General Tips.

- Prior to leaving, gradually shift your BT and WT 1-2 hours earlier than usual. A couple of days before you leave, get light exposure for about 30 minutes when you first get up in the morning.

- Upon arrival, start with BT and WT 1-2 hours later than usual and gradually shift towards your usual BT and WT. Try to

get light exposure for about 30 minutes when you first get up in the morning for the first couple of days.

6-8 Time Zones, West-

Jet lag of moderate intensity is almost always present with these trips. Refer to General Tips.

- Prior to leaving, gradually shift your BT and WT 2-3 hours later than usual. For a few days before you leave, get light exposure for at least 30 minutes sometime in the 2 hours before you go to bed.

- Upon arrival, start with a BT and WT 2-3 hours earlier than usual and gradually shift towards your usual BT and WT. Get light exposure for at least 30 minutes sometime in the 2 hours before you go to bed for the first few days.

(Example- San Francisco, California to Sydney, Australia)

6-8 Time Zones, East-

Jet lag is of moderate to severe intensity. Refer to General Tips.

- Prior to leaving, gradually shift your BT and WT 2-3 hours earlier than usual. For a few days before you leave, get light exposure for about 30 minutes when you first get up in the morning.

- Upon arrival, start with a BT and WT 2-3 hours later than usual and gradually shift towards your usual BT and WT. Try to get light exposure for about 30 minutes when you first get up in the morning for the first few days.

9-12 Time Zones, West and East-

Jet lag is of moderate to severe intensity. Refer to General Tips.

- Prior to leaving, gradually shift your BT and WT at least 3 hours later than usual. Get light exposure for at least 30 minutes sometime in the 2 hours before you go to bed.

- Upon arrival, start with a BT and WT at least 3 hours earlier than usual and gradually shift towards your usual BT and WT. Get light exposure for at least 30 minutes sometime in the 2 hours before you go to bed for at least the first few days.

For Example: Let's say your usual bedtime (BT) is 11pm and your wake-up time (WT) is 7am.

If the guidelines says: "Prior to leaving, gradually shift your BT and WT 2-3 hours later than usual." **It means:** *A couple of days before you leave, go to sleep a little later and wake up a little later each day, so that by the time you leave, your bedtime is about 1 am and your wake-up time is about 9am.*

If the guidelines says: "Upon arrival, start with a BT and WT 2-3 hours earlier than usual and gradually shift towards your usual BT and WT." **It means:** *When you arrive at your final destination, go to bed around 9pm and wake up around 5am. Over the next few days go to sleep a little later and wake up a little later each day so that you reach your usual BT and WT of 11pm-7am in a couple of days.*

If you have additional questions concerning Jet Lag, forward them to USOC Sport Science Department at 719.578.4805.

The material on Jet Lag is reprinted in part from the: USOC Jet Lag Countermeasures and Travel Strategies. United States Olympic Committee.

ADDENDUM A- USA Track & Field

AUTHORIZED ATHLETE REPRESENTATIVES

Below is a list of agents who have registered with USA Track & Field. This is not an endorsement of any of the individuals listed. This list merely reflects those who are registered and meet that requirement as mentioned in the DPL section.

It is highly recommended that before making your commitment to an agent, that you talk with an athlete who is represented by that agent. (As of May 3, 2001)

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ADDENDUM B- NCAA Rules regarding Agents

General Rule 12.3.1 - An individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

12.3.1.1 Representation for Future Negotiations. An individual shall be ineligible per By-law 12.3.1 if he or she enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his or her eligibility in that sport.

12.3.1.2. Benefits from Prospective Agents. An individual shall be ineligible per Bylaw 12.3.1 if he or she (or his or her relatives or friends) accepts transportation or other benefits from:

- a. Any person who represents any individual in the marketing of his or her athletics ability. The receipt of such expenses constitutes compensation based on athletics skill and is an extra benefit not available to the student body in general; or
- b. An agent, even if the agent has indicated that he or she has no interest in representing the student-athlete in the marketing of his or her athletics ability or reputation and does not represent individuals in the student-athlete's sport.

12.3.2 Legal Counsel. Securing advice from a lawyer concerning a proposed professional sports contract shall not be considered contracting for representation by an agent under this rule, unless the lawyer also represents the student- athlete in negotiations for such a contract.

12.3.2.1. Presence of a Lawyer at Negotiations. A lawyer may not be present during discussions of a contract offer with a professional organization or have any direct contact (i.e., in person, by telephone or by mail) with a professional sports organization on behalf of the student-athlete. A lawyer's presence during such discussions is considered representation by an agent.

Reference: "An Athlete's Guide to Agents", Robert H. Ruxin.
2000-01 NCAA Division I Manual, "Use of Agents",pg. 77.
2000-01 NCAA Division II Manual, "Use of Agents"
2000-01 NCAA Division III Manual, "Use of Agents"

ADDENDUM C- The Men's Development Committee:

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Junior Camp	Mike Holman	7682 Bayridge Dr. Indianapolis, IN. 46236	317.823.9863 F-317.543.3348 E-michaelholman@msdl.t.U12.in.us
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Hurdles	Ralph Lindeman	2169 Fieldhouse Dr. #111 Colorado Springs, CO. 80840	719.370.6803 F-719.333.6569 E-lindemanr.ahf@usafa.af.mil
Horizontal Jumps	Steve Simmons	2290 A. Ringwood Ave. San Jose, CA 95131-1716	408.432.8941 F-408.432.0316
Vertical Jumps	Cliff Rovelto	106 Ahearn Fieldhouse Kansas State University Manhattan, KS. 66506	785.532.6567 F- 785.532.7358 E-Cliff@ksu.edu

Throws	Jay Silvester	876 S. 210 West Orem, UT 84058	801.225.8719 F-801.378.6582 E-ljaygenie@aol.com
Decathlon	Scott Hall	2423 29 th Ave. Greeley, CO 80631	970.351.1721 F-970.351.1720 E-shall@Athletics.unco.edu
Racewalking	Troy Engle	Occidental College 1600 Campus Rd. Los Angeles, CA 90041	323.259.2715 F-323.341.4993 E-tengle@oxy.edu
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200	Orin Richburg	1312 229 th Place NE Redmond,WA	206.685.7429 F-206.685.1677
400	George Williams	2424 Sunnystone Way Raleigh,NC 27613-6082	919.516.4236 F-919.516.4580 E-Georgewilliams41@aol.com
800	Irv Ray	California Baptist University 8432 Magnolia Ave. Riverside, CA. 92504	909.343.4296 F- 909.689.4754 E-iray@calbaptist.edu
1500	Charlie Powell	235 S. 33 rd Street Philadelphia,PA 19104	215.898.6149 F-215.573.4334
3k Steeple	Gordan Thomson	6171 N. Sheridan Rd. #1709 Chicago, IL 60660	773.508.2581 F- 773.508.8757 E-gthomso@luc.edu
5000	Ron Mann	N. Arizona Univ. PO Box 15400 Flagstaff, AZ 86011	520.523.5646 F- 520.523.6035 E-ron.mann@nav.edu
10,000	Roy Griak	11635 37 th Ave. North Plymouth,MN 55441	612.625.2336 F- 612.624.1326 E-griakool@tc.umn.edu
Marathon	David Martin	Georgia State Univ. Dept. Of Cardiopulmonary Care Atlanta,GA. 30303	404.651.3037 F-404.651.1531 E-drdave@gsu.edu

110 Hurdles	John McNichols	4180 Miami Garden Brazil, IN 47834	812.237.4164 F-812.237.2913 E-athmcni@scifac.indstate.edu
1400 Hurdles	Josh Culbreath	4900 Vinings Ridge Trail Mapleton,GA 30126	404.215.2751 F- 404.215.2710 E-JCULBREA@MOREHOUSE.EDU
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Triple Jump	Dick Booth	17 E. 26 th Circle Fayetteville, AR 72701	501.444.8634 F-501.575.3716 E-mbone@comp.uark.edu
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ADDENDUM E - NCAA Coaching Rules

It is permissible for an alumnus of an institution (e.g., former student-athlete) to participate in an occasional practice session with a member institutions intercollegiate athletics team. A 1992 Interpretation of Rule 14.1.6.1

Rule 14.1.6.1 states that to be eligible to participate in organized practice sessions, a student-athlete shall be enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution.

How does this rule apply to the post-collegiate athlete and his/her coach? The athlete (who is NOT a former student-athlete) may not work out with the team.

ADDENDUM F- IAAF Rules 12, 18 and 53

RULE 12

International Meetings - Competitors Competing Abroad - Qualifications of Competitors

1. At the following International Meetings, the rules and regulations of the IAAF must apply:
 - (a) Olympic Games, World Championships and World Cups.
 - (b) Continental, Regional or Area Championships open to all IAAF Members in the Area or Region (i.e. Championships over which the IAAF has exclusive control, comprising only athletics events).
 - (c) Group Games (i.e. Area or Group Games at which competition in several sports is to take place, and over which therefore, the IAAF has no exclusive control).
 - (d) Continental, Regional or Area Cups and Age Groups Events;
 - (e) Matches between two or more Members, or combination of Members, Club Cups.
 - (f) International Invitation meetings specifically sanctioned by IAAF *See Rule 13.3(b)*.
 - (g) International Invitation Meetings specifically sanctioned by an Area Group Association.
 - (h) Other meetings specifically sanctioned by a Member so that foreign athletes may take part.
2. All International Meetings or any meetings in which any foreign athlete takes part must be authorized by the IAAF, an Area Group Association or by a Member. In order to obtain the authorization referred to in 12.1(f), a Member must apply on behalf of the meeting organizer to the IAAF for a permit. *See Rule 13.3 (b)*. Before authorizing any International Meeting under Rule 12.1 (f),(g) or(h)above, the IAAF, Area Group Association or Member must obtain from the promoter an undertaking in writing: -
 - (a) that all IAAF Rules and Regulations will be observed;
 - (b) that information on all aspects of the organization will be forwarded within 30 days to the IAAF or the member authorizing such a meeting, if requested.Authorizations by Area Group Associations and Member Federations must be presented to the IAAF Council for Approval.
3. No Member may grant its authorization for a meeting under IAAF Rule 12.1 (h), being a meeting which extends invitations to athlete from more than 5 (five) Members (other than the host Member).
4. No athlete shall be eligible for international competition unless that athlete is:
 - i. a Member of a club affiliated to a Member; or
 - ii. is himself affiliated to a Member; or
 - iii. has otherwise agreed to abide by the Rules of a Member.
5. No athlete or club may take part in an athletic meeting in a foreign country without the written approval of his governing body, and no Member shall allow any foreign athlete to enter any competition without such permit certifying that he is eligible and permitted to compete in the country concerned. No athlete may have affiliation abroad, without previous authorization from his original Federation.

Even then, the Federation of the country in which the athlete is residing, cannot enter any

athlete's name for meetings in another country without previous authorization from the original Federation.

6. In approving the participation of an athlete at an athletic meeting in a foreign country, the Member should specify the number of days for which the athlete and any accompanying manager or coach is permitted to receive expenses and the daily allowance as detailed in *Rule 14.1 and 14.2 "Expenses"* After the meeting, the Member may request an account of expenses paid.
7. Any athlete competing in any foreign country (other than in international meetings as defined above) shall, in respect of that competition, be subject to the athletic laws of that country.
8. All negotiations for the participation of an athlete in another country shall be carried on through the Members concerned or through the relevant Athletes' Representatives, or directly with athletes. Formal invitations shall not be extended directly or indirectly to an athlete by any individual, club, college, university or other organization. However, a Member may authorize one of its member clubs to communicate with the club of another country concerning the participation of one or more of its athletes, subject to the expressed condition that the member concerned is kept informed as to the content of any communications.
9. Where an athlete of any member country receives a scholarship from an institution in another country, then as a condition to and before the athlete's governing body shall grant the permission to compete referred to in *Rule 12.5*, the President of the institution granting the scholarship shall first submit to the Member, in whose country the educational institution is located, full and detailed information of the nature and extent of the scholarship aid furnished to the athlete, for transmission to the Member for the athlete's country.
10. In International meetings under *Rule 12.1(a),(b) and (d)* Members shall be represented only by citizens of the country which the affiliated Member represents.
Having once represented any Member in a Meeting which comes within the categories defined in *12.1(a), (b) and (d)* no contestant may thereafter represent any other Member in such a meeting except in the following circumstances:-
 - (a) The incorporation of one country in another.
 - (b) The creation of a new country ratified by Treaty.
 - (c) Acquisition of a new citizenship. In this case, the athlete cannot compete for the new country for a period of at least three years wince the date when the athlete last represented another Member in a Meeting under *Rule 12.1 (a), (b) or (d)*. This period may be reduced to one year, if the two Members concerned agree.
 - (d) Where an athlete holds, or is legally entitled to hold citizenship of two or more countries, provided that it is at least three years since the athlete last represented the first Member in any competition under *Rule 12.1(a)(b) and (d)*. *This period may be reduced to one year, if the two Members concerned agree.*
11. Athletes from a National Federation or some other athletics organization which is not an affiliated Member of the IAAF may compete in any competition, except for the meetings listed under *Rule 12.1 (a) and (b)*, against athletes under the jurisdiction of a Member, provided:-
 - (a) that the Federation or Organization concerned is not at that time suspended by the IAAF or excluded from particular categories of competition:
 - (b) that the athletes concerned are amateurs:

- (c) that the prior permission of the Council is given upon the application of the Member in the country or territory where the competition is to take place, or of the Member wishing to send athletes to compete in a non-Member country or territory:
 - (d) that where the competition is held in a non-Member country or territory, the Member must obtain an undertaking from the organizing body that in all other respects, the rules of the IAAF will be observed.
- 12.** (a) When a citizen from a country which is suspended from the IAAF is seeking to become a national of an eligible country, he may compete in domestic competition on condition that:
- (i) he renounces his former nationality in the process of applying for citizenship of an eligible country and publicly states this fact by advising the Members concerned:
 - (ii) he completes at least one year's continuous residence in his new country:
 - (iii) the domestic competition in which he participates does not include athletes from other Federations.
- (b) An athlete who has complied with the requirements of 11(a) above may compete in international meetings, under *Rules 12.1(f), (g) and (h)* after completing **two years'** continuous residence in the new country.
- (c) An athlete who has complied with the requirements of 11(a) above may represent his new Federation in international competitions under *Rule 12.1(a) to (e)* only after completing a period of **three years** continuous residence in, and after he has acquired citizenship of his new country.
- (d) The period of continuous residence shall be computed on the basis of a year of 365 days, starting from the day after a person lands in the country where he/she seeks to gain nationality.
- (e) In any continuous 365 day period, an athlete may not spend more than a total of 90 days in the territory of a suspended country.
- (f) An athlete seeking to qualify under this Rule must refrain from any athletic activities, which shall include, but not be restricted to, exhibition races, training, coaching, officiating, lecturing, giving interviews and publicity interviews, with any members of an athletic federation which is under suspension.
- 13.** IAAF Members and their officials, coaches and athletes, are not to conduct any activities, as defined in paragraph 12.11(f) above, associated with any representative of a suspended Member, their officials, coaches, judges, athletes, etc. In case of any infringement of this Rule, the provisions for suspensions and sanctions laid down in Rule 20 shall apply.

Rule 18

Advertising and Displays during Competition

General

- 1.** Advertising and displays of a promotional nature shall be permitted in all events held under IAAF *Rule 12.1(a) - (h)*, provided such advertising and displays comply with the terms of this Rule and any Regulations made under it. In addition all advertising and displays must comply with the local legal requirements and in meetings held under IAAF *Rule 12.1(h)* must be consistent with the Rules of the Member in whose territory the competition is taking place.

2. The Council may pass Regulations giving detailed guidance as to the form advertising may take and the manner in which promotional or other material may be displayed during competitions. These Regulations may be amended by the Council. Any such amendment shall come into force immediately after the Council meeting making any such decision.
3. The advertising of tobacco products is prohibited. The advertising of alcohol products is prohibited, unless expressly permitted by the Council.
4. Only advertising of a commercial or charitable nature shall be allowed at meetings conducted under IAAF Rules. No advertising which has as its objective the advancement or any political cause or the interests of any pressure group, whether domestic or international, shall be allowed.
5. No advertising may appear which is, in the opinion of the IAAF, tasteless, distracting, offensive, defamatory or unsuitable bearing in mind the nature of the event. No advertising may appear which obscures, either partially or otherwise, the television camera's view of a competition. All advertising must comply with any applicable safety regulations.
6. Meeting organizers may only acknowledge sponsors during the competition as permitted in Regulations made under this Rule.
7. No identification of sponsors of individual athletes may appear on advertising inside the competition arena. For the purposes of these Rules and any Regulations made hereunder, references to the competition shall include where relevant all activity within the competition arena.
8. The IAAF shall have the right to review any contract entered into by any Member to ensure compliance with all applicable IAAF Rules and Regulations. Members should insert a provision in their constitution which allows them to review any advertising contracts entered into by an individual athlete or by a club. In appropriate cases, the IAAF may ask members for copies of contracts between advertisers and athletes or clubs within their jurisdiction.
9. Members must ensure that no contract between a sponsor or advertiser and an athlete contains a provision obliging the athlete either to organize his competition schedule in accordance with directions given by the sponsor or advertiser, or obliging the athlete to appear at meetings designated by the sponsor or advertiser, other than those meetings at which the sponsor or advertiser is also a sponsor of the meeting.

Advertising Boards

10. Advertising material may appear on boards outside or inside the competition arena, on notices or posters at the meeting or in programs relating to the meeting, as provided in the Regulations.
11. All advertising boards must be solidly attached to supporting structures and, other than in exceptional circumstances, may not be moved from the time the competition starts to its finish. The advertising on such boards must remain the same throughout each day of the competition. It may, however, be changed after each day's competition.

Technical Equipment

12. Technical equipment for use in competition may carry the manufacturer's name, label or trademark, or the name of the manufacturer's name, label or trademark, or the name of the competition or competition venue, or the name or logo of the Member under whose

jurisdiction the competition is organized. The number, size and combination of the markings allowed to be placed on each specific piece of equipment is to be found in the Regulations. However, other than as provided in the Regulations, no more than one brand name, label or trademark or other identification may appear on any one piece of equipment.

Clothing

13. All clothing worn by competitors in the competition arena must conform to these Rules and any Regulations made hereunder. All Members must submit to the IAAF for central registration purposes details of all sponsorship agreements entered into by the national team in consequence of which advertising will appear on national team competition clothing. Members should also keep a register of all approved club sponsor identifications, which must be made available to the IAAF. These details should include a photograph of the complete uniform including the marks of recognition of any sponsor.

14. In meetings held under IAAF Rule 12.1(a), (b) and (c), no sponsor identification, other than that of the manufacturer of the clothing, may appear on any clothing worn by an athlete. In competitions held under IAAF Rule 12.1(d) and (e) one mark of sponsor identification of the national team, as registered with the IAAF, may appear on any clothing worn by an athlete, provided that the Member hosting the event agrees. In meetings held under IAAF Rule 12.1(f), (g) and (h) athletes may wear clothing displaying either national team or club identification, provided this has been registered in accordance with this Rule.

15. No competitor, official or any other person wearing any clothing in breach of these Rules or any Regulations made hereunder will be allowed into the competition arena. It is a condition of the grant of a permit by the IAAF that the Meeting Organizer ensures compliance with these Rule and any Regulations made hereunder.

Other Equipment taken into the Competition Arena

16. Any other equipment taken into the competition arena (for example bags) shall also be subject to Regulations made under this Rule.

Athletes' Number Cards

17. Athletes' number bibs must comply with the technical requirements laid down in the Regulations. These bibs must be worn as issued and may not be cut, folded or obscured in any way. In long distance events these bibs may be perforated to assist the circulation of air, but the perforation must not be made on any of the lettering or numerals which appear on them.

Clubs Sponsored by Commercial Enterprises

18. If the Member for the territory in which a club is based agrees, a commercially sponsored club may be registered in the name of a sponsor. With the agreement of such Member, the name of not more than one sponsor may be added to or incorporated in, the existing club name.

19. Each Member should submit, if requested, to the IAAF for central registration, any sponsor identification which is to appear on commercially sponsored club vests, or other clothing as permitted by these Rules. This information should include a photograph of the club uniforms.

20. International Commercial Clubs, i.e. clubs consisting of athletes who are not normally resident in the territory of the Member under whose jurisdiction the club is organized, shall not be permitted.

Enforcement and Sanctions

21. The IAAF Council may appoint one or more designated individuals to act as IAAF Advertising Commissioners. The powers and duties of such Commissioners are more clearly expressed in the Regulations made pursuant to this Rule. In the event of a conflict between the decision of the Advertising Commissioner and that of a competition official, the view of the Advertising Commissioner will prevail.
22. Where a breach of these Rules or any Regulations made hereunder have taken place, the designated IAAF Advertising Commissioner may impose sanctions which may include a period of ineligibility or a fine. Details of the sanctions which may be imposed, and of the relevant disciplinary procedures, are to be found in the Regulations made hereunder.

Rule 53

Ineligibility for International and Domestic Competition

1. The following persons are ineligible to take part in competitions, whether held under IAAF Rules or the domestic Rules of the Member.

Any person:

- (i) whose National Federation is currently suspended by the IAAF. This does not apply to the domestic competitions organized by the currently suspended national federation for the citizens of that country;
- (ii) who has taken part in any athletic meeting or event in which any of the competitors were, to his knowledge, ineligible to compete under IAAF Rules, or which takes place in the territory of a suspended Member. This does not apply to any athletic meeting which is restricted to the Veteran age groups (40 years and over for men and 35 years and over for women);
- (iii) who takes part in any athletic meeting which is not sanctioned, recognized or certified by the Member in the country in which the event is held;
- (iv) who is ineligible to compete in competitions under the jurisdiction of his National Federation, in so far as such ineligibility is consistent with IAAF Rules;
- (v) who contravenes Rules 55 to 61 ("Control of Drug Abuse").
- (vi) who has competed, or is competing in any sport for pecuniary reward, other than as permitted by IAAF Rules or by special sanction of the Council;

NOTE: No person shall be declared ineligible who prior to August 21st, 1991, has (i) competed for pecuniary reward in a sport other than athletics or (ii) entered into a contract or agreement to compete as a professional in a sport other than athletics. Any person who, prior to August 21st, 1991, has been declared ineligible by virtue of having (i) competed for pecuniary reward in a sport other than athletics or (ii) entered into a contract or agreement to compete as a professional in any sport other than athletics shall be deemed eligible after September 15th, 1991, without further action of the Council or the Athletes Federation.

- (vii) accepts directly or indirectly any money or other consideration for expenses or loss of earnings, other than what is permitted under Rules 14, 15 and 16;
 - (viii) who has committed any act or made any statement either verbally or in writing, or has been responsible for any breaches of the Rules or other conduct which, in the opinion of the IAAF Council, is considered to be insulting or improper or likely to bring the sport into disrepute;
 - (ix) who contravenes Rule 17 (Athletic Funds) or any Regulations made thereunder; or
 - (x) who contravenes Rule 18 (Advertising and Displays during Competitions) or any Regulations made thereunder;
 - (xi) who uses the services of an Athlete's Representative, other than one approved by the relevant Member under Rule 19;
 - (xii) who has been declared ineligible by virtue of a breach of any Regulations made under IAAF Rules.
2. Unless the period of such ineligibility is stated in the relevant IAAF Rule or Regulation,

those ineligible under this Rule shall be ineligible for a period set down in guidelines produced by the Council. In the absence of such guidelines, the Council may decide upon the appropriate period of ineligibility.

3. If an athlete competes whilst suspended or ineligible, the period of this ineligibility shall be deemed to recommence from the time he last competed as though no part of a period of suspension or ineligibility had been served.

Material from the IAAF HANDBOOK - 2000-2001

ADDENDUM H- ASSOCIATIONS

Associations can assist you with purchasing a membership card, competitions and coaching among other issues.

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