

# YOUTH ATHLETICS DIVISION OPERATING PROCEDURES

Adopted December 1, 2012

## ARTICLE I. YOUTH DIVISION

- 1.1. **NAME:** The Youth Athletics Division (hereinafter the “Division”) shall consist of the Youth Athletics Committee (Sport committee hereinafter the “Committee”) and the Youth Advisory Council (Council). This shall constitute the Operating Procedures of the Division.
- 1.2. **PURPOSE:** The purpose of the Division shall be to administer, promote, develop and advance Youth Athletics pursuant to the authority granted the Division under Article 13 of USATF’s Bylaws and Regulation 15 of USATF Operating Regulations.
- 1.3. **DIVISION OFFICERS:** USATF Youth Division officers shall be the Chair, Executive Vice Chair, Vice Chair of Operations, Vice Chair of Administration, and Secretary. No individual may be an officer of USATF Youth Division that is also an officer of another National Governing Body (NGB) or who serves in the same or similar capacity in another National Youth Sports Organization (NYSO).
  - 1.3.1. **Division Chair:** The Chair of the Division shall serve as the Chair of the Committee, and shall, except otherwise provided for herein, be elected pursuant to Regulation 9.
    - 1.3.1.1. ***Term of Office:*** The Division Chair shall be elected for a four-year terms at the annual meeting of USATF in each year the Summer Olympic Games are scheduled to be held;
    - 1.3.1.2. ***Duties:*** The Division Chair shall:
      - (1) Preside at all meetings of the Committee;
      - (2) Ensure that all duties and responsibilities of the Committee are properly and promptly carried out;
      - (3) Appoint such subcommittees as may be necessary to fulfill the duties and responsibilities of the Committee;
      - (4) Appoint a Regional Coordinator for each region of USATF, Legal Advisor, and a Law & Legislation Advisor;
      - (5) Keep members of the Committee fully informed of all matters pertaining to the function of and the business of the Committee;
      - (6) Keep the USATF President and CEO fully informed of matters pertaining to the function of and the business of the Committee;

- (7) Administer all the Youth Athletics national meets;
- (8) As a voting member of the Advisory Council, represent the Youth Division in advancing the mission of the Youth Division;
- (9) Provide a quarterly report to all Association Youth Athletics chairs, regional coordinators, and zonal representatives; and
- (10) Actively seek national sponsor for the activities of this Committee
- (11) All appointments to be made by the chair should be made no later than January 15 of the year following election.
- (12) Serve as ex-officio member of all committees of the Division.

**1.3.2. Division Executive Vice Chair:** The Division Executive Vice Chair shall serve as the Executive Vice Chair of the Committee, and shall, except otherwise provided for herein, be elected pursuant to Regulation 9.

**1.3.2.1. *Term of Office:*** The Division Executive Vice Chair shall be elected for a four-year term at the annual meeting of USATF in each year the Summer Olympic Games are scheduled to be held

**1.3.2.2. *Duties:*** The Division Executive Vice Chair shall:

- (1) In the event the Chair is unable to perform the duties of the Chair, succeed to the office of and perform the such duties of the Chair;
- (2) In the absence of the chair, assume all of the responsibilities of the chair and execute the authority of the Chair;
- (3) Serve as a member of the Site Evaluation Subcommittee;
- (4) Serve as ex-officio member of all special committees.
- (5) Perform all duties that shall be assigned by the Chair.

**1.3.3. Division Vice Chair For Operations:** The Division Vice Chair For Operations shall serve as the Vice Chair For Operations of the Committee, and shall, except otherwise provided for herein, be elected pursuant to Regulation 9.

**1.3.3.1. *Term of Office:*** The Division Vice Chair For Operations shall be elected for a four-year terms at the annual meeting of USATF in each year the Summer Olympic Games are scheduled to be held;

**1.3.3.2. *Duties:*** The Division Vice Chair for Operation Shall:

- (1) Serve as a member of the Site Evaluation Subcommittee;
- (2) Perform all duties with respect to the operation of the Committee's championships and other events as may be assigned by the Chair.
- (3) Provide a written report to the Executive Committee on the activities of each sport subcommittee;
- (4) Serve as ex-officio member of each sports committees.

**1.3.4. Division Vice Chair For Administration:** The Division Vice Chair For Administration shall serve as the Vice Chair For Administration of the Committee, and shall, except otherwise provided for herein, be elected pursuant to Regulation 9.

**1.3.4.1. *Term of Office:*** The Division Vice Chair For Administration shall be elected for a four-year terms at the annual meeting of USATF in each year the Summer Olympic Games are scheduled to be held;

**1.3.4.2. *Duties:*** The Division Vice Chair for Administration shall:

- (1) Serve as a member of the Division Site Evaluation Subcommittee;
- (2) Coordinate the activities of regional coordinators;
- (3) Serve as ex-officio member of each administrative and operations committee;
- (4) Report as needed to the executive committee the activity and progress of each administrative\_subcommittee; and serve as nominations supervisor;
- (5) Perform all duties with respect to administration of the Division's Championships and its other events as may be assigned by the Chair.

**1.3.5. Division Secretary:** The Division Secretary shall serve as the Secretary of the Committee, and shall, except otherwise provided for herein, be elected pursuant to Regulation 9.

**1.3.5.1. *Term of Office:*** The Division Secretary shall be elected for a four-year terms at the annual meeting of USATF in each year the Summer Olympic Games are scheduled to be held;

**1.3.5.2. *Duties:*** The Division Secretary shall:

- (1) Record the minutes of all meetings of the Committee and, as soon as possible following adjournment of meetings of the Committee, shall send by e-mail, or by any other electronic means, a copy of the written minutes to each member of the

Committee;

- (2) Keep or cause to be kept all records of the Committee, and all minutes of meetings of the Committee;
- (3) Perform all duties normally pertaining to the office of Secretary;
- (4) Serve as a member of the Site Evaluation Subcommittee;
- (5) Perform all duties pertaining to the office of Secretary as may be assigned by the Chair.

**1.3.6. Removal of Officers:** An officer of the Division may be removed for good cause by a two-thirds (2/3) vote of those members of those delegates of USATF present and voting at an annual meeting or special meeting called for this purpose. Notice of the proposed action must be given to the committee members at least thirty (30) days prior to the meeting.

**1.3.7. Vacancies:** If the Division, upon consultation with the President of USATF, determines that an officer of the Division is temporarily unable to serve, it may, in its sole discretion, name another individual to fill the vacancy temporarily.

**1.3.8. Resignation of Division Chair:** If the Division Chair resigns or is permanently unable to serve, the Youth Division Executive Committee shall name, for approval by USATF Board of Director, a successor until the following annual meeting, when a special election shall be held for the unexpired portion of the term of the Division Chair.

**1.3.9. Resignation of Division Other Division Officer:** If an officer other than the Division Chair resigns or is permanently unable to serve, the Youth Division Executive Committee shall name a successor until the following annual meeting, when a special election shall be held for the unexpired portion of the term of such officer.

#### **1.4. ELECTION-VOTING:**

**1.4.1. General:** Each Division member, with respect to conducting the business of the Division through the Committee under Article II herein, shall have one (1) vote. Division members representing an Association of USATF who is absent during any vote during the Division's annual meeting may be replaced by an alternate member of said Association, whose name shall be given to the secretary of the Division, in writing by the ranking Association officer present. No Division member shall vote in more than one capacity.

**1.4.2. Majority Vote:** Except as otherwise provided in these Operating Procedures or the USATF Bylaws, all matters shall be decided by a majority vote of those present and voting.

**1.4.2.1. *Exceptions To Majority Vote:*** Changes to the following matters shall require two third (2/3) vote of the members of the Division:

- (1) the constituency of the Division under Regulation 15A;
- (2) the term of the Division Chair under Regulation 15B;
- (3) the Duties of the Division under Regulation 15C.1;
- (4) the Jurisdiction of the Division under Regulation 15C.2;
- (5) the makeup of the of the Division under Regulation 15C.3;
- (6) the duties of the International Staff Selection Committee under Regulation 15.D;
- (7) the makeup of the Youth Executive Committee under Regulation 15.E;
- (8) the makeup and duties of the Youth Advisory Council under Regulation 15.F; or
- (9) the terms of the officers of the Youth Athletics Committee under Regulation 15.G.
- (10) Mail Balloting under Article 1, Section 1.4.4. of these Operating Procedures.

**1.4.3. Voting Constituencies:** The identity and voting status of each constituency of the Division shall be as follows:

**1.4.3.1. *Youth Athletics Committee:*** Youth Athletics Committee shall be the Sport Committee of the Division and shall be the voting constituency of the Division.

**1.4.3.2. *Youth Advisory Council:*** Youth Advisory Council shall be a Non-Sport Committee of the Division and shall serve in an advisory capacity to make recommendation to the Division regarding promulgation and promotion of the Division's programs. The Youth Advisory Council shall serve only as an advisory body and shall be a nonvoting constituency of the Youth Athletics Division.

**1.4.4. Mail Balloting.** Upon vote of two third (2/3) of the members of the Division at a duly convened Annual Meeting of the Division, the Division may authorize conducting a vote by distributing and/or collecting ballots by mail through the U.S. Postal Service or any other appropriate service. The authorizing resolution shall state the procedures and subject matter for the vote. No mail vote may be authorized to effect an amendment to these Operating Procedures or USATF Bylaws, Operating Regulations, or to the Competition Rules.

**1.5. YOUTH DIVISION EXECUTIVE COMMITTEE:** Except as provided herein, the Youth Division Executive Committee, hereinafter "**the Youth Executive Committee**", shall be the Executive Committee of the Division. Except as otherwise provided, the Committee shall elect the Youth Executive Committee.

- 1.5.1. No individual may be a member of the Youth Executive Committee that is also an officer of or serves in the same or similar capacity in another National Governing Body (NGB) or in another National Youth Sports Organization (NYSO).
- 1.5.2. All members of the Youth Division Executive Committee shall annually complete the Youth Division Background Screening Program, through such agency as the Youth Division shall designate, and shall meet the standards established by the Youth Division for participation in programs of the Youth Division.
- 1.5.3. The Youth Executive Committee shall consist of the following members:
  - (1) The Division Chair;
  - (2) The Division Executive Vice Chair;
  - (3) The Vice Chair for Operations;
  - (4) The Vice Chair for Administration;
  - (5) The Division Secretary;
  - (6) Four (4) Zonal Representatives;
  - (7) The immediate past Division Chair who shall serve as an ex-officio member;
  - (8) One ex-officio member appointed by the Associations Committee Chair
  - (9) Regional Coordinator Liasion, who shall be elected by the Regional Coordinators.
  - (10) Two non-voting Advisors, who shall be appointed by the Youth Division Chair, are as follows:
    - a. Legal Advisor , who shall also at as parliamentarian at the annual meeting;
    - b. Law & Legislation Advisor.

**1.6. SELECTING YOUTH DIVISION NOMINATING AND GOVERNANCE PANEL MEMBER:** Pursuant to Article 11.E.1. of USATF Bylaws, one member of the Nominating and Governance Panel, hereinafter the “**Governance Panel**”, shall be selected by the Youth Athletics Division. The process for selecting the member of the Governance Panel to be selected by the Division shall be as follows:

**1.6.1. Selection Youth Division Board Representative:** The Youth Executive Committee shall, upon a majority vote of the voting members of the Youth Executive Committee, elect three (3) nominees for the Youth Division Board Representative for submittal to the Nominating and Governance Panel of USATF. The Youth Executive Committee may, on its own initiative, nominate other members to be considered for the Youth Division Board Representative.

**1.6.1.1. *Nominations:*** The Chair of each Sport Committee of the Youth Division shall, following recommendation of the respective Sport Committee, submit one (1) nomination to the Youth Executive Committee for the Youth Division Board.

**1.6.1.1.1. Qualification of Nominations:** Each nomination submitted by each Sport Committee of the Division shall

- 1) Be a member of USATF in good standing;
- 2) Have successfully passed the Youth Division Background Screening for at least four (4) or more years preceding nomination;
- 3) The individual nominated must have experience and expertise in Youth Athletics;
- 4) The individual nominated shall not have any conflicts of interest with USATF or the Youth Division;
- 5) The individual nominated must be an individual that has a reputation of high ethical and professional character;
- 6) Each nominee shall submit a resume of their accomplishment for review by the Youth Executive Committee.

**1.6.1.2. *Additional Nominees:*** A member of the Youth Executive Committee or the Youth Executive Committee, on its own initiative, may nominate other members to be considered for the Youth Division Board Representative.

**1.6.1.2.1. Qualification of Additional Nominees:** Additional Nominees sought by a member of the Youth Executive Committee or Additional Nominee sought by the Youth Executive Committee on its own initiative shall be a member of USATF

- (1) Be a member of USATF in good standing;
- (2) Have successfully passed the Youth Division Background Screening for at least four (4) or more years preceding nomination;
- (3) The individual nominated must have experience and expertise in Youth Athletics;
- (4) The individual nominated shall not have any conflicts of interest with USATF or the Youth Division;
- (5) The individual nominated must be an individual that has a reputation high ethical and professional character.
- (6) Each nominee shall submit a resume of their accomplishment for review by the Youth Executive Committee

**1.6.1.3. *Nomination By Youth Executive Committee:*** The Youth Executive Committee shall, after consideration of the qualifications outlined in paragraphs 1.6.1.1 and 1.6.1.2 above shall, by majority vote determine the three (3) nominees for the Youth Division Board Representative for submittal to the Nominating and Governance Panel.

**1.6.2. Selection Youth Division Representative To USATF Nominating and Governance Panel:** The Selection of the Youth Division Representative To USATF Nominating and Governance Panel shall be determined by the Executive Committee as follows:

**1.6.2.1. *Nominations:*** The Chair of each Sport Committee of the Youth Division shall, following recommendation of the respective Sport Committee, submit one (1) nomination to the Youth Executive Committee for the Youth Division Representative to USATF Nominating and Governance Panel.

**1.6.2.1.1. Qualification of Nominations:** Nomination made by each Sport Committee of the Division

- 1) Be a member of USATF in good standing;
- 2) Have successfully passed the Youth Division Background Screening for at least four (4) or more years preceding nomination;
- 3) The individual nominated must have experience and expertise in Youth Athletics;
- 4) The individual nominated shall not have any conflicts of interest with USATF or the Youth Division;
- 5) The individual nominated must be an individual that has a reputation high ethical and professional character;
- 6) Submit a resume of their accomplishment for review by the Youth Executive Committee.
- 7) Each nominee shall submit a resume of their accomplishment for review by the Youth Executive Committee.

**1.6.2.2. *Additional Nominees:*** A member of the Youth Executive Committee or the Youth Executive Committee, on its own initiative, may nominate other members to be considered for the Youth Division to USATF Nominating and Governance Panel.

**1.6.2.2.1. Qualification of Additional Nominees:** Additional Nominees sought by a member of the Youth Executive Committee or Additional Nominee sought by the Youth



Executive Committee on its own initiative shall be a member of USATF

- (1) Be a member of USATF in good standing;
- (2) Have successfully passed the Youth Division Background Screening for at least four (4) or more years preceding the nomination;
- (3) The individual nominated must have experience and expertise in Youth Athletics;
- (4) The individual nominated shall not have any conflicts of interest with USATF or the Youth Division;
- (5) The individual Each nominee shall submit a resume of their accomplishment for review by the Youth Executive Committee. Each nominated must be an individual that has a reputation of high ethical and professional character.
- (6) Each nominee shall submit a resume of their accomplishment for review by the Youth Executive Committee.

**1.6.2.3. *Nomination By Youth Executive Committee:*** The Youth Executive Committee shall, after consideration of the qualifications outlined in paragraphs 1.6.2.1 through 1.6.2.2.1 above shall, by majority vote determine the nominee for the Youth Division to USATF Nominating and Governance Panel for submittal to the Nominating and Governance Panel. The Youth Executive Committee shall submit its nominee for the Youth Division to USATF Nominating and Governance Panel to the Diversity and Leadership Committee.

**1.7. AUTHORITY:** This Division shall exercise the following powers insofar as such powers relate to Youth Athletics.

**1.7.1. Championships:** The Division shall have jurisdiction over all championships in its discipline, and shall have authority to institute, conduct, and manage its national championships, regional championships, association championships, and all other championships under its jurisdiction as expressed in Regulation 15.

**1.7.1.1. *Age Limitation:*** The Division shall have jurisdiction over athletics competition for youth athletes who are not age 19 before the final day of the national Junior Olympics track and field competition.

**1.7.1.2. *Calendar:*** The Division shall coordinate the domestic and international competition calendar in its discipline in conjunction with National Office Management

**1.7.2. Youth International Staff Selection Subcommittee:** The International Staff Selection Subcommittee, hereinafter “**Youth International Subcommittee**” shall have the authority to establish the Youth International Staff Selection Subcommittee which shall screen all applicants and make recommendations to the CEO and Board of USATF on all coaching, managerial and other non-medical and non-media staff for all youth international teams, except Junior teams under Regulation 12.

**1.7.2.1. *Youth International Subcommittee Makeup:*** Members of the International Subcommittee shall be appointed by the Division Chair. The Division shall appoint three (3) members to the Youth International Subcommittee. The members so appointed shall select the Head Coach and Head Manager for the Youth International Team. The three members appointed by the Chair, the Head Coach, and the Head Manager shall appoint the remaining staff for the respective Youth International Team.

**1.7.3. National Goals:** The Division shall establish national goals and shall encourage the attainment of those goals in the sport of athletics.

**1.7.4. Championships:** In addition to those duties set forth elsewhere in these rules, this Division shall:

**1.7.4.1. Jurisdiction:** The Division shall have jurisdiction over athletics competitions for youth athletes who are not age 19 before the final day of the national Junior Olympics track and field competition. The Committee shall have jurisdiction over all levels of competition, including Association, Regional and National Championships. These competitions shall include divisions for specified age categories and all levels of competition. Youth athletics includes all youth activity for youth boys and girls, including track and field, road running, cross country running, and race walking.

**1.7.4.2. Award Championships:** The Division shall have the authority to award championship events for Youth Athletics in conformance with the provisions of Regulation 18, or any amendment thereto, as Regulation 18 pertains to Youth Athletics. The Committee shall have authority to award, if needed, championship events for youth Athletics at the association and regional levels.

**1.7.4.3. *Entries:*** The Division shall have the right to reject any entries from any unqualified competition, unqualified competitor or a competitor deemed unqualified, for entry into any championship. The Division may delegate such rights.

- 1.7.5. Subcommittees:** The Division shall have the right to appoint subcommittees, whose members need not be members of the Committee or the Youth Athletics Division, to manage but not conduct the various championships.
- 1.7.6. Officials:** The Division shall have the right to approve officials for championships under its jurisdiction and for international meets involving Youth Athletics.
- 1.7.7. International relations:** The Division shall administer all matters involving foreign countries in relation to youth athletics by working in close cooperation with the USATF Board.
- 1.7.8. Open meetings:** The Division shall have the right to authorize the attendance of athletic coaches, officials, or representative of any group engaged in the sport, at its meetings. Unless otherwise qualified, authorization to attend such meeting shall not confer a right to vote on any such attendee.
- 1.7.9. National sports organization representation:** The Division shall have the right to authorize appointment of any representation of a national sports organization involved in Youth Athletics to the Division's Sport Committee to insure proper representation of national sports organizations involved in Youth Athletics. Provided, however, that such appointment is not in violation of USATF Bylaws and Regulations.

## **ARTICLE II. YOUTH ATHLETICS COMMITTEE**

- 2.1. NAME:** The name of the Sport Committee of the Division shall be the Youth Athletics Committee, hereinafter referred to as "the **Committee**". The Committee is a member of the Division as defined in Regulation 15.A. and 15.C. of USATF Operating Regulations.
- 2.2. PURPOSE:** The purpose of this Committee shall be to act as the youth athletics arm of the Division.
- 2.3. COMMITTEE MAKE-UP:** Unless otherwise provided, the makeup of the Committee shall be consistent with Regulation 15, the Youth Athletics Committee shall be constituted as described in Regulations 11 and as relevant herein, Exhibit "E" of USATF Governance Manual.
- 2.4. Makeup:** The Youth Division Sport committees shall be constituted as follows:
- 2.4.1. Association members:** One (1) member appointed by each accredited Association. If two (2) Associations merge, the two (2) incumbent representatives on the committee may continue to serve. When at least one (1) incumbent no longer serves on the committee, the merged Association's representation shall revert to one committee member;

- 2.4.2.** Sports organization members: One (1) member appointed by each sports organization listed in the exhibits section of USATF Governance Manual and an additional two (2) members to be named by any sports organizations listed in the exhibits section of USATF Governance Manual that conduct substantial programs or competitions in the sports discipline of the particular committee;
- 2.4.3. Other constituent members:** One (1) member appointed by any sports organization listed in the exhibits section of USATF Governance Manual, other than Affiliated organizations, that conducts programs in the sports discipline of the particular committee. Affiliated organizations shall be represented only if the Board approves a recommendation that the Organizational Services Committee makes after consulting with affected sports committees;
- 2.4.4. Athletics for the Disabled members:** One (1) member to represent the collective disabled athletes organization members of USATF listed in the exhibits section of USATF Governance Manual, selected by the Athletics for the Disabled Committee;
- 2.4.5. Officials Committee member:** One (1) member appointed by and from the Officials Committee;
- 2.4.6. At-large members:** Five (5) at-large members elected by the members of the Committee;
- 2.4.7. Elected officers and other positions:** Any person elected by the committee to serve as an officer. The total number may not exceed ten (10) additional members; and
- 2.4.8. Active Athlete members:** That number of Active Athlete members at least twenty-five percent (25%) of the total authorized membership of the Men's and Women's Track and Field, Men's and Women's Long Distance Running, and the Race Walking committees, and at least twenty percent (20%) for all other committees except Youth Athletics. The Active Athletes shall be selected by the registered attendees at the meetings of USATF who are Active Athletes engaged in the committee's particular sport discipline. For Youth Athletics, AAC shall appoint four (4) Active Athletes.

## **2.5. MEETINGS**

- 2.5.1. General:** This Committee shall meet annually in conjunction with and at the time and place fixed for the annual meeting of USATF as provided in Regulation 11. This Committee shall hold special meetings as may be called by the chair at his or her own initiative. At the initiative of 20 percent (20%) of the membership of this Committee and upon thirty (30) days prior written notice, a member may call a special meeting of this Committee.

- 2.5.2. Executive Committee:** The Executive Committee shall conduct at least three (3) meetings annually. The Executive Committee may hold additional meetings as it may deem necessary to conduct the business of the Committee or the Division.
- 2.5.3. Notice of Meetings:** Notice of annual meeting of USATF shall be provided pursuant to the terms of Regulation 11.
- 2.5.4. Order of Business:** The order of business of the Committee shall include but not be limited to the agenda items as stated in USATF Regulation 8.A,

## **2.6. ELECTION**

- 2.5.1. General:** Each Committee member shall have one (1) vote. Committee members representing an Association of USATF who is absent during any vote during USATF's Annual Meeting may be replaced by an alternate member of said Association, whose name shall be given to the secretary the Division, in writing by the ranking Association officer present. No Committee member shall vote in more than one capacity.
- 2.5.2. Majority Vote:** Except as otherwise provided in these Operating Procedures or the USATF Bylaws, all matters shall be decided by a majority vote of those present and voting.

- 2.5.2.1. *Exceptions To Majority Vote:*** Recommended changes to the following provisions shall require two third (2/3) vote of the members of the Committee:
- (1) the constitutency of the Division under Regulation 15A;
  - (2) the term of the Division Chair under Regulation 15B;
  - (3) the Duties of the Division under Regulation 15C.1;
  - (4) the Jurisdiction of the Division under Regulation 15C.2;
  - (5) the makeup of the of the Division under Regulation 15C.3;
  - (6) the duties of the International Staff Selection Committee under Regulation 15.D;
  - (7) the makeup of the Youth Executive Committee under Regulation 15.E;
  - (8) the makeup and duties of the Youth Advisory Council under Regulation 15.F; or
  - (9) the terms of the officers of the Youth Athletics Committee under Regulation 15.G.
  - (10) The provisions of Article 1. Section 1.6 of the Youth Division Operating Procedures.
  - (11) Mail Balloting under Article 1, Section 1.4.4. of these Operating Procedures.

**2.6.3. Motions and Resolutions.** In conducting the business of the Committee, motions and resolutions shall generally be by voice vote. If the Division Chair determines that any voice vote is inconclusive or if, upon oral motion seconded by a member the determination of the Chair, the voice vote is challenged, the vote shall then be conducted by a show of hands. The Division Chair may, upon the Chair's determination or upon oral motion seconded by a member, require that the vote be conducted by a roll call vote.

**2.6.4. Uncontested Elections:** Vote in an uncontested elections may be conducted by acclamation or by voice vote. An uncontested election is an election in which only one (1) candidate is nominated or an election in which there is only one (1) site for a championship or for any other event.

**2.6.5. Contested Elections:** Contested elections to be decided at the annual meeting of this Committee shall be conducted in the following manner.

**2.6.6. Nominations:**

**2.6.6.1.** *Nomination Subcommittee:* The Division Chair, at the Annual Meeting of USATF in the year following the Summer Olympic Games, shall appoint a Nominations Subcommittee which shall include the Division Vice Chair for Administration. The Division Vice Chair for Administration shall serve as chair of the Nomination Subcommittee;

**2.6.6.1.1. Duties:** The Nomination Subcommittee shall perform the following duties;

- (1) Shall, immediately following the Fall Meeting of the Youth Executive Committee, provide notice to member of the Committee that written nominations for elected position or other positions for which nominations are required by these Operating Proceduders, shall be taken by the Nomination Subcommittee and shall be submitted to the Nomination Subcommittee on or before ten (10) days before the Youth Division's Opening Session of USATF's Annual Meeting;
- (2) Shall, nine (9) days before the Youth Division's Opening Session of USATF's Annual Meeting, provide notice (by e-mail, electronic notificator or posting on USATF website) to the members of the Committee of the members who have submitted written nominations for elected position or other positions for which nominations are required by these Operating Proceduders;
- (3) Provide oral notice at the first Youth Division

Business Session at USATF's Annual Meeting that oral nominations for elected position or other positions for which nominations are required by these Operating Procedures, shall be taken by the Nomination Subcommittee by the Close of first Youth Division Business Session at USATF's Annual Meeting;

(4) Shall confirm that each person nominated shall meet the requirements for the position for which a nomination is received;

(5) Shall confirm that each person nominated has passed the Youth Division Background Screening process;

**2.6.6.2. *Process:*** Nominations shall be made orally at the annual meeting of this Committee or in writing submitted to the chair with a copy submitted to the secretary at least ten (10) days prior to the annual meeting or presented to the Nominations Subcommittee during the annual meeting prior to the time for nominations designated in the order of business. The secretary shall present the Nominations Subcommittee, prior to the time for nominations as designated in the order of business, with any written nominations received prior to the annual meeting;

**2.6.6.3. *Order of Nominations:*** At the time for nominations as designated in the order of business, nominations shall be opened for all positions in the following order:

(1) Division Secretary;

(2) Division Vice chair for Administration;

(3) Vice chair for Operations;

(4) Division Executive Vice Chair;

(5) Division Chair

(6) Five At Large Delegates

**2.6.6.4. *Approval of Nominations:*** The Committee must approve closing the nominations for each position before nominations for the next position in the order of nominations may be considered.

**2.6.7. Election Process:**

**2.6.7.1. *Oversight:*** The Organizational Services Committee of USATF shall oversee all elections and balloting of the Committee.

- 2.6.7.2. *Posting requirement:*** All elections shall commence with nominations which shall take place at a predetermined time which shall be announced and posted at least twenty-four (24) hours prior to the nominations;
- 2.6.7.3. *Speeches:*** At a predetermined time, the Vice Chair for Administration shall call upon one (1) nominator to speak for each candidate for a period not to exceed three (3) minutes. If the candidate wishes to speak to his or her nomination, his or her time shall come from the nominator's allocation. All speeches for each position shall be called alphabetically. A candidate shall not use his or her time allocation to promote a candidate for another office.
- 2.6.7.4. *Voting process:*** Ballots shall be collected, counted, and held secure by the Nominations Subcommittee. The list of elected persons and still contested offices shall be immediately announced to the Committee; and
- 2.6.7.5. *Runoffs:*** Runoff elections shall be held if no candidate receives a majority of the votes cast for any office. The run-off election shall be contested by the two candidates receiving the greatest number of votes cast for the office in question.
- 2.6.8. Removal:** Subject to Sections 1.3.6 and 1.3.7 of Article I of these Operating Procedure, any member elected to serve on the Division Executive Committee may be removed for good cause by a two-thirds (2/3) vote of those members of those delegates of USATF present and voting at an annual meeting or special meeting called for this purpose.
- 2.6.8.1.** Notice of the proposed action must be given to the committee members at least thirty (30) days prior to the meeting.
- 2.6.8.2.** If a special meeting shall be called to remove such member, members present at such special meeting shall name another individual to fill the vacancy caused by removal until the next Annual Meeting when a special election shall be held for the unexpired portion of the term of such member.
- 2.6.8.3.** If the vote to remove a member herein occurs at an Annual Meeting, a special election shall be held to fill the unexpired portion of the term of such member removed.
- 2.6.9. Vacancies:** Subject to Sections 1.3.6 and 1.3.7 of Article I of these Operating Procedure, if the Committee, upon vote of the Division Executive Committee, the Division Executive Committee determines by a two-thirds (2/3) vote that a member elected or appointed to serve on the Executive Committee is temporarily



unable to serve, the Division Executive Committee may, in its sole discretion, name another individual to fill the vacancy temporarily until the next Annual Meeting when a special election shall be held for the unexpired portion of the term of such member.

**2.6.10. Resignation of Member Of the Executive Committee:** Subject to Sections 1.3.6 and 1.3.7 of Article I of these Operating Procedure, if a member elected or appointed to serve on the Executive Committee resigns or is permanently unable to serve, the Youth Division Executive Committee shall, upon vote of a two-thirds (2/3) of members of the Division Executive Committee, shall name a successor until the following annual meeting, when a special election shall be held for the unexpired portion of the term of such officer.

### **ARTICLE III YOUTH ATHLETICS EXECUTIVE COMMITTEE**

**3.1. EXECUTIVE COMMITTEE:** There shall be a Youth Executive Committee which shall be empowered to conduct the business of the Youth Athletics Division between meetings.

**3.1.1.** No individual may be a member of the Youth Executive Committee that is also an officer of or serves in the same or similar capacity in another National Governing Body (NGB) or in another National Youth Sports Organization (NYSO).

**3.1.2. Makeup:** This committee shall consist of the following:

- (1) Division Chair;
- (2) Division Executive Vice Chair
- (3) Vice Chair for Operations;
- (4) Division Secretary;
- (5) Vice Chair for Administration;
- (6) Immediate Past Division Chair who shall serve as an ex-officio member;
- (7) Four (4) Zonal Representatives;
- (8) One ex-officio member appointed by the Associations Committee Chair;
- (9) Three non-voting Advisors:
  - a. Regional Coordinator Liasion;
  - b. Legal Advisor , who shall also at as parllimenterian at the annual meeting
  - c. Law & Legislation Advisor

**3.1.3. Report of Divisional Chair:** The Division Chair, at the annual meeting, shall give a report of any action taken by the executive committee while the committee as a whole was in recess.

**3.1.4. Background Screening Check:** All members of the Youth Executive Committee shall annually complete the Youth Division Background Screening Program,

through such agency as the Youth Division shall designate, and shall meet the standards established by the Youth Division for participation in programs of the Youth Division.

## **ARTICLE IV REGIONAL COORDINATORS**

**4.1. APPOINTMENT:** The Division Chair, shall, at the Chair's sole discretion, appoint a Regional Coordinator to serve the Youth Committee from each USATF Region of USATF. Each Regional Coordinator so appointed, shall serve at the pleasure of the Chair, and for a term that is concurrent with the remainder of term the Chair.

**4.2. DUTIES:**

**4.2.1.** The Regional Coordinator shall

- (1) Facilitate communication with member Associations, their respective members, clubs and athletes to advance the interest of youth athletics.
- (2) Manage situations that may be unique to specific Regions and affiliated associations in a manner that is consistent with the USATF Youth Division operating procedures and guidelines, USATF competition rules, Bylaws and Regulations.
- (3) Present requests for athlete waivers into the National competitions to the Youth Executive Committee for approval. Such request shall be based on extraordinary circumstances. Regional Coordinators are not authorized to waive any athlete into any National Championship.
- (4) Responsible for establishing the Regional Junior Olympic meet sites and assigning meet directors in cooperation with the Association Youth Chairs of the Region. Insure that the Regional meet will be conducted on or prior to the date established by the Youth Calendar Committee. The Regional Coordinator shall require all necessary documents necessary to conduct the Regional Championship have been timely completed, including, but not limited to USATF Sanction Application, USATF Awards and Bib Order Request Forms.
- (5) Establish and publish rotation policies for the Region Championship with each respective Association, in cooperation with Association Youth Chairs. A change to rotation policies or site locations may only take done under extraordinary circumstances. The Association hosting the Regional Junior Olympic meet must provide the Regional Coordinator with a maximum four nights housing and four days per diem at \$40.00 for track and field and two nights housing and two days per diem at \$40.00 for cross country.
- (6) Establish a Regional schedule of events for the track, in cooperation with the Association Youth Chairs of the Region. Review field events schedules appropriate for the venue at which the Regional Championship shall be held.
- (7) Verify that meet information flyers pertaining to the various competitions rules, fully describe all necessary information, including but not limited to qualification criteria for all future subsequent competitions in the championship series.

- (8) Serve as the Referee for the Regional Junior Olympic competition, if qualified, or appoint the Regional Junior Olympic Meet Referee(s) or require certification as National or Master level official under Rule 300.3 (c). Establish the Youth Chairs or their designees on Juries of Appeals.
- (9) Attend the Regional Championships to assist with meet management and ensure results/back-up files are forwarded to the National online entry system in a timely manner for online declaration.
- (10) Attend the National Junior Olympic track and field and cross country meets to support the regional athletes and perform any duties assigned by the Division Chair.
- (11) Perform any and all duties that may be assigned by the Division Chair.

**4.3. QUALIFICATIONS:** Regional Coordinators shall be:

- (1) Be a member of USATF in good standing;
- (2) Have successfully passed the Youth Division Background Screening for at least four (4) or more years preceding the nomination;
- (3) Shall not have any conflicts of interest with USATF or the Youth Division;
- (4) Shall be an individual that has a reputation of high ethical and professional character.

**4.4. PLACEMENT:** A Regional Coordinator or Regional Coordinator Liaison may be replaced by the Chair of the Committee or by a 2/3 vote of the Executive Committee.

**4.5. REGIONAL COORDINATOR LIAISON:** The Regional Coordinators shall elect a representative from among the Regional Coordinators appointed herein to act as an advisor to the Executive Committee. Such election shall occur at the Annual meeting of USATF following the Summer Olympic Games.

## **ARTICLE V: ZONAL REPRESENTATIVES**

**5.1. ELECTION:** During the Annual Meeting of USATF, The Youth Athletics representatives from each Association within each Zone shall elect both a Zonal Representative to serve a four (4) year term and an Alternate Zonal Representative. Each Alternate Zonal Representative so elected, shall serve the remaining term of the Zonal Representative for whom the individual is the Alternate Zonal Representative, in the event that the Zonal Representative is removal for good cause or incapacity. Elections of Zonal Representatives shall be offset one (1) years from the election of the Youth Executive Committee.

**5.2. REPRESENTATION:** The Zonal Representatives or Alternate Zonal Representatives as the case may be, shall be members of the Executive Committee and shall have the power to vote on all matters placed before the Executive Committee. In the event that a Zonal Representative is unable to attend an Executive Committee meeting, the Alternate Zonal Representative may attend the Executive Committee meeting to represent the Zonal

Representative who is unable to attend. (Note: Advance notice of substitution is required to facility travel requirements.)

**5.3. DUTIES:** The zonal representatives shall:

- (1) Serve on the Youth Executive Committee;
- (2) Communicate with the regional coordinators within the respective zones;
- (3) Assist the regional coordinators within the respective zones with the coordination of regional activity;
- (4) Attend, when feasible, the Youth Athletics and Junior Olympic national track & field meets, and the Junior Olympic cross country national meet and assist in the operation of these meets;
- (5) Assist the Site Evaluation Subcommittee when any national championships meet is proposed in the zone;
- (6) Represent, without bias, the consensus of opinion of the zone on matters placed before the executive committee;
- (7) With the cooperation of the regional coordinators and the Associations, develop plans to strengthen the Associations within the respective zones;
- (8) Provide a written report of zonal activities to the members of this Committee at each annual meeting.

**ARTICLE VI: SUBCOMMITTEES**

**6.1. GENERAL:** Subcommittees of this Committee shall be of two types, sport and administrative, and shall be detailed as follows:

<b><u>Sport Subcommittees</u></b>	<b><u>Administrative Subcommittees</u></b>	<b><u>Representation to/from Other Committees:</u></b>
Track	Awards	Associations
Field	Calendar	Athletics for the Disabled
Combined Events	Coaches Screening	Coaches Advisory
Race Walk	Communications	Coaching Education
Cross Country	Computer Information	Organizational Committee
	Cultural Exchange	Men’s Subcommittee
	Men Development	Men’s Track & Field
	Women’s Development	Officials
	Equipment & Facilities Specialist	Women’s Subcommittee
		Women’s Track & Field
	Ethics	
	International Competition	
	Law & Legislation	

Parliamentary  
Records  
Referee Protest  
Rules  
Site Evaluation  
Sports Medicine  
Standards  
Training & Development

- 6.2. SPECIAL SUBCOMMITTEES:** Special Subcommittees may be created from time to time by the Chair or the Executive Committee as may be necessary to fulfill the duties and responsibilities of the Committee.
- 6.3. CHAIRS:** Subcommittee chairs shall be appointed by the Division Chair to serve a four-year term to run concurrently with the term of the chair. Subcommittee chairs may be removed for good cause by the chair of this Committee or by a vote of two-thirds (2/3) of the members of the Committee.
- 6.4. MEMBERS:** Unless otherwise determined by these Operating Procedures or the USATF Bylaws, the Chair of the Committee or the Subcommittee Chairs may appoint any number of members of the Committee to serve on a Subcommittee.

## **ARTICLE VII: SITE SELECTION**

- 7.1. AWARD:** Except Pilot Championship or Development Program established by the Committee, all Youth national championship meets, including the Junior Olympics, shall be awarded at the annual meeting of this Committee. Selection shall be made from those bids properly filed, in writing, with the chair of this Committee, and a copy filed with the secretary prior to the Youth Athletics Track & Field Championships. Bids beyond two upcoming years shall not be considered.
- 7.2. SUBMISSION:** Bids shall be submitted, in writing, in the form prescribed by the USATF for bids for national championship meets, or as otherwise approved by this Committee in absence of a USATF prescribed bid form. All bids herein shall be submitted by e-mail or by mail. Submission of such bids shall be post marked, if submitted by mail, or delivered to the Committee; if by e-mail, on the date established by the Committee.
- 7.3. SUBCOMMITTEE:** One or more Site Evaluation Subcommittee(s) for the Junior Olympic National Outdoor Track & Field Championship, Junior Olympic National Cross Country Championship or the Youth Athletic National Outdoor Track & Field Championship shall be selected by the Chair of the Committee to evaluate each proposed national championship site that qualifies. The Site Evaluation Subcommittee shall consist of members of the Committee chosen from the Executive Committee and the Chairs of the Subcommittees.

- 7.4. EVALUATION:** The Site Evaluation Subcommittee shall evaluate each site personally or by any other means deemed reasonable or practical by a majority of the members of said Subcommittee. The Site Evaluation Subcommittee shall notify, in writing, the organization filing each bid of its approval or disapproval of the proposed site in a timely manner. Notice of disapproval shall include the specific reason for disapproval. Only those organizations whose proposed sites have been approved by the Site Evaluation Subcommittee shall be permitted to present their bid proposal for vote of the members of the Committee at the Annual Meeting.
- 7.5. VOTING:** A national championship meet shall be awarded to the organization whose bid received a majority of the votes cast at the Annual Meeting. If no proposal receives a majority vote, a runoff vote shall be held between the two proposals receiving the greatest number of votes. In the event that the organization submitting the winning proposal is subsequently unable to run the meet or the site is for any reason determined to be unacceptable, the Executive Committee shall select a site from applicants previously approved as alternative emergency championship sites.
- 7.6. ALTERNATIVE SITES:** Organizations otherwise qualifying as sites for national championship meets may apply to the Youth Athletics Committee to be considered as an alternative emergency championship site. Following site evaluation and approval as an alternative site by the Site Evaluation Subcommittee and the executive committee, the organization and site shall file its notice of intent to be considered as an alternative championship site annually, no later than 45 days before the opening day of the USATF annual meeting. If no alternative sites are available, the executive committee shall contact sites which have held meets in previous years.

## **ARTICLE VIII. YOUTH ATHLETICS ADVISORY COUNCIL**

- 8.1. NAME:** The Youth Athletics Advisory Council (hereinafter, the “**Advisory Council**”).
- 8.2. PURPOSE:** The purpose of the Advisory Council shall be to assist the Youth Athletics Division in promulgating Youth Athletics programs pursuant to the authority granted the Division under Article 13 of USATF’s Bylaws and Regulation 15 of USATF Operating Regulations.
- 8.3. MAKEUP:** The Youth Advisory Council shall consist of:
- (1) Division Chair;
  - (2) Two (2) Active Athletes appointed by the Athletes Advisory Committee;
  - (3) One member appointed by the Coaches Advisory Committee;
  - (4) One member appointed by AAU;
  - (5) One member appointed by National High School Federation;
  - (6) One member appointed by Catholic Youth Organization;
  - (7) One member appointed by Parks and Recreation;
  - (8) One member appointed by the National Scholastic Foundation;
  - (9) One member appointed by the Hershey Games;

- (10) One member appointed by any other organization that operates substantial youth programs.

#### **8.4. YOUTH ADVISORY COUNCIL OFFICERS:**

**8.4.1. Advisory Council Chair:** The Chair of the Advisory Council shall serve as the Chair of the Youth Advisory Council, and shall, except otherwise provided for herein, be elected pursuant to Regulation 9.

**8.4.1.1. *Term of Office*:** The Advisory Council Chair shall be elected by the members of the Advisory Council (hereinafter the “Council”) for a four-year terms at the annual meeting of USATF in each year the Summer Olympic Games are scheduled to be held;

**8.4.1.2. *Duties*:** The Advisory Council Chair shall:

- (13) Preside at all meetings of the Council;
- (14) Ensure that all duties and responsibilities of the Council are properly and promptly carried out;
- (15) Appoint such subcommittees as may be necessary to fulfill the duties and responsibilities of the Council;
- (16) Keep members of the Youth Athletic Division fully informed of all matters pertaining to the function of and the business of the Council;

**8.4.2. Youth Advisory Council Secretary:** The Youth Advisory Council Secretary shall serve as the Secretary of the Council, and shall, except otherwise provided for herein, be elected pursuant to Regulation 9.

**8.4.3.1. *Term of Office*:** The Advisory Council Secretary shall be elected by members of the Council for a four-year terms at the annual meeting of USATF in each year the Summer Olympic Games are scheduled to be held;

**8.4.3.2. *Duties*:** The Advisory Council Secretary shall:

- (6) Record the minutes of all meetings of the Council and, as soon as possible following adjournment of meetings of the Council, shall send by e-mail, or by any other electronic means, a copy of the written minutes to each member of this Committee;
- (7) Keep or cause to be kept all records of the Council, and all minutes of meetings of the Council;
- (8) Perform all duties normally pertaining to the office of Secretary;
- (9) Perform all duties pertaining to the office of Secretary as may be assigned by the Chair.

- 9.4.3. Removal of Officers:** An officer of the Council may be removed for good cause by a two-thirds (2/3) vote of those members of present and voting at an Annual Meeting or special meeting called for this purpose. Notice of the proposed action must be given to the committee members at least thirty (30) days prior to the meeting.
- 9.4.4. Vacancies:** If the Council, upon consultation with the Youth Division Chair of USATF, determines that an officer of the Council is temporarily unable to serve, it may, in its sole discretion, name another individual to fill the vacancy temporarily.
- 9.4.5. Resignation of Council Chair:** If the Council Chair resigns or is permanently unable to serve, the Council, in consultation with Youth Division Chair shall name, a successor until the following annual meeting, when a special election shall be held for the unexpired portion of the term of the Council Chair.
- 8.5. Resignation of Advisor Council Other than Council Chair:** If an officer other than the Council Chair resigns or is permanently unable to serve, the Council shall name a successor until the following annual meeting, when a special election shall be held for the unexpired portion of the term of such officer.
- 8.6. ELECTION**
- 8.6.1. General:** Each Council member shall have one (1) vote at meetings of the Council. Council members must be present during USATF's Annual Meeting to vote.
- 8.6.2. Majority Vote:** Except as otherwise provided in these Operating Procedures or the USATF Bylaws, all matters shall be decided by a majority vote of those present and voting.

## ARTICLE IX: GENERAL PROVISION

- 9.1. Savings Clause:** Failure of literal or complete compliance with the provisions of these Operating Procedures in respect to dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice of proposals, which in the judgment of the members of this Committee at meetings held that do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of members at any meeting.
- 9.2. Conflicts:** In the event that any provision of these Operating Procedures conflicts with any applicable federal, state, or local laws, or the Bylaws, Operating Regulations, or Rules of Competition of the USATF, said provision of these Operating Procedures shall be void and of no *effect*. If any provision of these Operating Procedures is rendered void for conflict with law or the Bylaws, Operating Regulations, or Rules of Competition of USATF, all other provisions of these Operating Procedures shall be unaffected thereby and continue in full force and effect.



**9.3. Independence of Decision-Making Policy:** The Independence Decision-Making Policy of the Youth Division shall apply to the Officers, members of the Division Executive Committee, the Youth Executive Committee, and nominees for or person seeking to hold any such position or positions within the Youth Division.

**9.3.1.** The Youth Division has a right to expect that the actions and decision of its Officers, members of the Division Executive Committee, the Youth Executive Committee and the Youth Committee, will be made objectively and in the best interest of the Youth Division and USATF. Youth Division Officers, Division Executive Committee members, members of the Youth Executive Committee or nominees for or any persons seeking to hold any positions within the Youth Division must be free from undue influence of a personal or outside business interest that may appear to, or actually, interfere with them working in the best interest of the Youth Division and USATF.

**9.3.2.** The Officers of the Youth Division, members of the Division Executive Committee and members of the Youth Executive Committee, shall not place themselves in any situation where they have a direct interest or connection with an outside business activity or activities that could reasonably be expected to influence their independent judgment regarding Youth Division matters or USATF matters.

**9.3.3.** Likewise Youth Division Officers, members of the Division Executive Committee, members of the Youth Executive Committee or nominees or any person seeking to hold any such position within the Youth Division, shall not compete with the Youth Division or USATF business or take for themselves a business opportunity that rightfully belongs to the Youth Division or USATF.

**9.3.4.** Youth Division Officers, members of the Division Executive Committee, members of the Youth Executive Committee or nominees or any person seeking to hold any such position within the Youth Division, shall make full disclosure any situation, business interest where such party has or may have a direct or indirect interest or connection with outside business activities or interest that could reasonably be expected to influence their independent judgment regarding Youth Division matters or USATF matters.

**9.4. Background Screening Program**

**9.4.1.** All members of the Youth Division, including the Youth Chair of each Association of USATF, shall annually complete the Youth Division Background Screening Program, through such agency as the Youth Division shall designate, and shall meet the standards established by the Youth Division for participation in programs of the Youth Division.

**9.4.2.** All Youth Coaches and volunteers who supervise youth that meet the criteria for membership in the Youth Division, shall annually complete the Youth Division Background Screening Program, through such agency as the Youth Division shall

designate, and shall meet the standards established by the Youth Division for participation in programs of the Youth Division.

**9.5. AMENDMENTS:**

- 9.5.1. General Rule:** Amendments to these Operating Procedures shall be considered at the Annual Meeting of the Committee in any year;
- 9.5.2. Super majority:** Amendments to the Operating Procedures shall require a two thirds vote of those members present and voting.
- 9.5.3. Submission:** Amendments shall be submitted at least ninety (90) days prior to the meeting at which they are to be considered, so as to allow proper review and submittal to the members of this Committee. They are to be submitted to the USATF Law & Legislation representative from the Committee.
- 9.5.4. Form of Submission:** The proposed amendments shall be in such form as to show the entire section, subsection, or paragraph, as the case may be, as it will read if adopted, with all proposed additional language underlined, and all proposed deleted language in double parentheses or shaded.
- 9.5.5. Persons Submitting:** All proposed amendments must be first recommended for approval at the time of submission by someone other than the submitter who shall be either the Chair of any subcommittee of the Committee, any member of the Youth Division Executive Committee, any member of the Law & Legislation Subcommittee, or any officer of the Committee. Such approval must be in writing, dated, and placed on the proposal when submitted.
- 9.5.6. Effective Date:** Unless otherwise specified at the time of adoption, amendments to the Operating Procedures shall be effective immediately.

Adopted: December 1, 2012.