

YOUTH ATHLETICS COMMITTEE OPERATING PROCEDURES
Approved Revision - December 2005

SECTION 1

NAME

The name of this Committee shall be the Youth Athletics Division of USA Track & Field (USATF), hereinafter referred to as "this Division".

SECTION 2

PURPOSES

The purpose of this Committee is to act as the Youth Athletics arm of USATF, the national governing body for the sport of Athletics in the United States. In connection with such purpose, this Committee shall have the purposes and duties as defined in Article 3 of the USATF Bylaws insofar as they relate to Youth Athletics.

SECTION 3

AUTHORITY

- A. **Autonomy:** As the Youth Athletics arm of USATF, this Committee shall exercise the following powers insofar as they relate to Youth Athletics.
 - 1. **Goals:** Establish national goals and encourage the attainment of those goals in the sport of Athletics;
 - 2. **Coordination:** *Serve* as the coordinating body for activity in Athletics in the United States; and
 - 3. **Supervision:** Supervise development and competition in the sport of Athletics, including national championships in the United States, and establish procedures for the determination of eligibility standards for participation in such competitions.
- B. **Limitation:** This Committee, in its governance of Youth Athletics in the United States, shall act only pursuant to and in accordance with the authority granted by the USATF.

SECTION 4 CHAMPIONSHIPS

In addition to those duties set forth elsewhere in these rules, this Committee shall:

- A. Jurisdiction:** Have jurisdiction over the national, regional, and/or association championships for Youth Athletics, including junior Olympics, and shall institute, locate, conduct, and manage all such championships.
- B. Championships:** Award championship events for Youth Athletics.
- C. Entries:** Have the right to reject any entries for unqualified competitions at any national championship, or may delegate this right to a subcommittee.
- D. Expenses:** Have the right to pay expenses of athletes and/or teams taking part in the championship with funds for that purpose.
- E. Subcommittees:** Have the right to appoint subcommittees, whose members need not be members of the Youth Athletics Committee, to manage but not conduct the various championships.
- F. Officials:** Approve officials for championships and international meetings involving Youth Athletics.
- G. International relations:** Administer all matters involving foreign countries in relation to Youth Athletics by working in close cooperation with the USATF Board.
- H. Open meetings:** Except upon majority vote of those present, allow the attendance at its meetings of athletic coaches, officials, or representatives of any group engaged in the sport, allowing such invitees voice but no vote.
- I. National sports organization representation:** With appropriate approval, authorize additional members on the committee to insure proper representation of national sports organizations involved in Youth Athletics. Any organization that considers its representation inadequate may appeal to the USATF Board.

SECTION 5 COMMITTEE MAKE-UP

The Youth Athletics Committee shall be constituted as defined in Article 13 of the USATF Bylaws with the following clarification:

- A. Elected officers and other positions:** This section varies from Article 13, B.2.g. There will be five (5) elected officers and four (4) zonal representatives as defined in Sections 8 and 11, respectively, of these operating procedures.

SECTION 6 MEETINGS

- A. 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 Article 8 of its Bylaws. This Committee shall hold special meetings as may be called by the chair at his or her own invitation or that of 20 percent (20%) of the membership of this Committee, upon two (2) weeks prior written notice.
- B. Notice of Meetings:**
 - A. Annual meeting notice: Notice of annual meeting of USATF as provided in Article 8 of its Bylaws shall constitute notice of the annual meeting of this Committee; and
 - B. Special meetings: Special meetings of this Committee shall be held upon call by its executive committee.
- C. Order of Business:** Business of this committee shall include but not necessarily be limited to the agenda items as listed in USATF Article 8, Section G.

SECTION 7 VOTING

- A. Oversight:** The Organizational Committee of USATF shall oversee all elections and balloting of this Committee.
- B. General:** Each Committee member shall have one (1) vote. Committee members representing an Association of *USATF* who are absent during any vote may be replaced by an alternate member of said Association whose name is, at *any* time during the meeting, given to the secretary, in writing by the ranking association officer present. No committee member shall vote in more than one capacity. 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.
- C. Issue voting:** Motions and resolutions shall generally be by voice vote. If the voice vote is inconclusive to the chair or the chair's determination is challenged, there shall then be a vote by show of hands. A roll call vote or, if specifically requested, a written ballot shall be taken instead of a voice vote upon oral motion and seconded by members of this committee.
- D. Uncontested Elections:** When only one (1) candidate or site is nominated, a voice or hand vote shall be permitted.
- E. General Elections:** Contested elections to be decided at the annual meeting of this Committee shall be conducted in the following manner
 - 1. Nominations:**
 - a. Subcommittee:** The chair of this Committee shall, as part of his or her report, appoint a Nominations Subcommittee, in the odd years, which shall include the Youth Athletics vice chair for administration, who shall serve as chair;
 - b. 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;

- c. **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:

- i. Secretary
- ii. Vice chair for administration
- iii. Vice chair for operations
- iv. Executive vice chair
- v. Chair

Before nominations for the next position can be considered, this Committee must approve closing the nominations for the previous position; and

- d. **Speeches:** Immediately following all nominations, 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. **Election Process:**

- a. **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;
- b. **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 this Committee; and
- c. **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.

SECTION 8

OFFICERS AND THEIR DUTIES

- A. Positions:** The officers of this committee shall be: the chair, executive vice chair, vice chair for operations, vice chair for administration/treasurer, and secretary, all to be elected biennially in the even-numbered years annual meeting of this Committee, by the members of this Committee.
- B. Vacancy:** In the event a vacancy occurs, the executive council shall select a person to fill the vacancy from without or within the executive council. If the vacancy involves the position of chair, this position shall be filled by the executive vice chair. For the purpose of consecutive terms, an unexpired term of sixteen (16) months or more shall count as a full term.
- C. Removal:** Any officer of this Committee may be removed for good cause by a two-thirds vote of those members of this Committee present and voting at an annual meeting or special meeting called for that purpose and provided that the prerequisite notice of such meeting is given, properly setting forth on its agenda the proposed removal.
- D. Duties of officers:** The officers shall perform the following duties and any other duties prescribed by these Operating Procedures, the executive council, or the Committee of the whole.
 - 1. Chair:** The duties of chair of this Committee shall be as follows:
 - a. preside** at all meetings of this committee;
 - b. ensure** that all duties and responsibilities of this Committee are properly and promptly carried out;
 - c. appoint** subcommittees, with the approval of this Committee, as may be necessary to fulfill the duties and responsibilities of this Committee;
 - d. communicate** with this Committee's members to keep them fully informed of happenings and needed decisions to carry out this Committee's responsibilities;
 - e. keep** the USATF President and CEO informed on all Committee actions and recommendations;
 - f. cause** to be kept and promptly forward to all Committee members and the CEO of USATF, a copy of the minutes of all meetings of this Committee;
 - g. attend** all the Youth Athletics national meets;
 - h. conduct** executive council meetings;
 - i. provide** a quarterly report to all Association Youth Athletics chairs, regional coordinators, and zonal representatives; and
 - j. actively** seek a national sponsor for the activities of this Committee.

All appointments to be made by the chair shall be made no later than January 15 of the year following election.

2. **Executive vice chair:** The executive vice chair shall, in the case of disability of the chair, succeed to the office of and perform the duties of chair; in the absence of the chair, assume all of the responsibilities of the chair and execute the authority of that office; may serve as a member of the Site Evaluation Subcommittee; and serve as ex-officio member of all special committees.
3. **Vice chair for operations:** The vice chair for operation may serve as a member of the Site Evaluation Subcommittee; coordinate the activities of regional coordinators; provide the executive committee a written report of the activities of each sport subcommittee; and shall serve as ex-officio member of each sports committees.
4. **Vice chair for administration:** The vice chair for administration may serve as a member of the Site Evaluation Subcommittee; serve as ex-officio member of each administrative and operations committee; report as needed to the executive committee the activity and progress of each administrative subcommittee; and serve as nominations supervisor.
5. **Secretary:** The secretary shall record the minutes of all meetings of this Committee and upon adjournment shall as soon as possible mail a copy of the written minutes to each member of this Committee; and, in general, perform all duties normally pertaining to the office of secretary.

SECTION 9

EXECUTIVE COMMITTEE

There shall be an executive committee which shall be empowered to conduct the business of the Youth Athletics Committee between meetings. This committee shall consist of the chair, the immediate past chair as an ex-officio member, executive vice chair, vice chair for operations, vice chair for administration, secretary, and the four zonal representatives.

There shall be two non-voting members, legal counsel and regional coordinator representative, who shall serve as advisors to the executive committee.

The 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.

SECTION 10

REGIONAL COORDINATORS

- A. **Appointment:** The chair of the Youth Committee shall appoint a regional coordinator from each USATF Region to serve, at the pleasure of the chair, a two-year term to run concurrently with the term of the chair.
- B. **Replacement:** A regional coordinator may be replaced by the chair of this committee or by a 2/3 vote of the executive committee.
- C. **Regional Coordinator Representative:** The regional coordinators will elect a representative to act as an advisor to the executive committee. This election will occur in the year of the executive committee election.

SECTION 11

ZONAL REPRESENTATIVES

- A. Elections:** The Youth Athletic representatives of the Associations within each zone shall elect a zonal representative and an alternate zonal representative to serve a two (2) year term. Elections of a zonal representative and an alternate zonal representative shall be held in the year following the election of the Youth Athletics chair. A second vote shall be conducted to select an alternate zonal representative.
- B. Representation:** The zonal representatives shall be considered members of the executive committee and have the power to vote on all matters placed before that committee. In the event that a zonal representative is unable to attend an executive committee meeting, the elected alternate zonal representative shall represent the zone. In the event the Zonal Representative can no longer serve this position, the alternate zonal representative will success to the office of and perform the duties of the Zonal Representative.
- C. Duties:** The zonal representatives shall:
1. **Serve** on the 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. **Develop**, with the cooperation of the regional coordinators and the Associations, plans to strengthen the Associations within the respective zones; and
 8. **Provide** a written report of zonal activities to the members of this Committee at each annual meeting.

SECTION 12

SUBCOMMITTEES

- A. General:** Subcommittees of this Committee shall be of two types, sport and administrative, and shall be detailed as follows:

Sport	Representation to/from	Administrative
<u>Subcommittees:</u> Track Field Combined Events Race Walk Cross Country	<u>Other Committees:</u> Associations Athletics for the Disabled Coaches Advisory Coaching Education Organizational Committee Men’s Development Officials Women’s Development	<u>Subcommittees:</u> Awards Calendar Communications Computer Information Cultural Exchange Development Equipment & Facilities Specifications Ethics International Competition Law & Legislation Officials Parliamentary Records Referee Protest Rules Site Evaluation Sports Medicine Standards Training & Development

- B. Special subcommittees:** Special subcommittees may be created from time to time by the chair with the approval of the members as may be necessary to fulfill the duties and responsibilities of this Committee.
- C. Chairs:** Subcommittee chairs shall be appointed by the chair of this Committee to serve a two-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 of the members of the Committee.
- D. Members:** Unless otherwise determined by these Operating Procedures or the USATF Bylaws, the chair of this Committee or the subcommittee chairs may appoint any number of members of this Committee to serve on a subcommittee.

SECTION 13

SITE SELECTION

- A. Award:** 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 with the secretary prior to the Youth Athletics Track & Field Championships. Bids beyond two upcoming years shall not be considered.
- B. 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.
- C. Subcommittee:** One or more Site Evaluation Subcommittee(s) for JO T&F, JO CC or YA T&F shall be selected by the chair of this Committee to evaluate each proposed national championship site that qualifies. The Site Evaluation Subcommittee shall consist of members of this Committee chosen from the executive committee and the chairs of the subcommittees.
- D. 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 committee. The Site Evaluation Committee 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 this Committee at the annual meeting.
- E. Voting:** A national championship meet shall be awarded to the organization whose bid received a majority of the votes cast. If no proposal receives a majority of the votes, a runoff 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 council shall select a site from applicants previously approved as alternative emergency championship sites.
- F. 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 such 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 preceding 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.

SECTION 14

SAVING 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 do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of members at any meeting.

SECTION 15

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.

SECTION 16

AMENDMENTS

- A. General Rule:** Amendments to these Operating Procedures shall be considered by this Committee as follows:
- 1. Consideration:** Amendments to the Operating Procedures of this Committee shall be considered at the annual meeting of this Committee in every odd-numbered year; and
 - 2. Super majority:** Amendments to the Operating Procedures shall require a two thirds vote of those members present and voting.
- B. Exceptions:** Notwithstanding paragraph (A) above, amendments may be considered at any meeting of this Committee in any of the following circumstances:
- 1. Tabled items:** To act on a tabled amendment proposal;
 - 2. Conform to law:** To make the Operating Procedures conform to federal or local law or regulation;
 - 3. Conform to Bylaws:** To make the Operating Procedures conform to the USATF Bylaws or Operating Regulations;
 - 4. Conform to Rules:** To make the Operating Procedures conform to the USATF Rules of Competition; or
 - 5. Emergencies:** In emergency circumstances, upon ninety percent (90%) vote at any meeting of this Committee.
- C. 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 Youth Athletics Committee.

- D. **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.
- E. **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 Youth Athletics, any member of the Law & Legislation Subcommittee, the Youth Athletics representative of any Association, or any *officer* of this Committee. Such approval must be in writing, dated, and placed on the proposal when submitted.
- F. **Effective Date:** Unless otherwise specified at the time of adoption, amendments to the Operating Procedures shall be effective immediately.