

**OPERATING PROCEDURES OF
MASTERS TRACK & FIELD COMMITTEE
OF USA TRACK & FIELD**

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OPERATING PROCEDURES
of the
MASTERS TRACK & FIELD COMMITTEE
of USA TRACK & FIELD

SECTION I
NAME

The name of this Committee is the Masters Track & Field Committee (“**MTF**”) of USA TRACK & FIELD (“**USATF**”).

SECTION II
DEFINITIONS

A. **Active Athlete** (“**AA**”) means a current masters aged athlete who is a United States of America (“**USA**”) citizen and current member of USATF in good standing who has competed in a domestic USATF sanctioned competition or competed for the USA in any international competition within the previous two (2) calendar years and who has completed an application and been approved by a majority vote of the Masters Track & Field Committee. Athletes with extraordinary circumstances will be considered for inclusion by the MTF Committee or the Executive Committee as appropriate.

B. **Age**: means,

1. for a competition, the age is determined by the athlete’s age on the first day of that competition; and
2. for a record, the age is determined by the athlete’s age on the day that the record is set.

C. **Annual Meeting**: means the official yearly meeting of USATF, the location and time of which is designated by the USATF National Office (“**NO**”).

D. **Athletics**: means, inclusively, track & field, long distance running, mountain, ultra and trail running, cross country running, road running, race walking, and any other sport disciplines recognized by the International Association of Athletics Federations (“**IAAF**”).

E. **Board**: means the Board of Directors of USATF.

F. **Citizen:** means a masters athlete that is a citizen of the United States. However, those that hold USA citizenships but compete for other Countries (*i.e.*, Puerto Rico) are not considered citizens for MTF competition purposes. Also, those that hold dual, or more, citizenships may compete only for the country that they last represented in a WMA, or WMA Regional Championship (see definition of WMA below). If they have not competed in a WMA or WMA Regional Championship, then the country for which they choose to compete will establish their affiliation until that affiliation is changed by a formal WMA process.

G. **Executive Committee:** means the Executive Committee of MTF as defined in Section IX of these Operating Procedures. In the interim between MTF Committee meetings the Executive Committee conducts the business of MTF.

H. **International Association of Athletics Federations (“IAAF”):** means the worldwide governing body for Athletics.

I. **International Team Manager:** means the person appointed by the Executive Committee to serve in this position. This person serves until another appointment is made.

J. **Masters Athlete:** means an athlete who is at least thirty-five (35) years old on the first day of the competition as per WMA/IAAF rules.

K. **Masters Athletics:** means, inclusively, track & field, long distance running, mountain, ultra and trail (“**MUT**”) running, cross country (“**XC**”) running, road running, race walking, and any other sport disciplines performed by masters and recognized by the IAAF. This document refers to all track, field, and race walking activity for Masters men and women. Masters road running, MUT running, and XC running is governed domestically by the USATF Masters Long Distance Running Committee.

L. **Masters Long Distance Running Committee (“MLDR”):** means the Standing Masters Sports Committee in USATF administering the sport of long distance running for men and women at least forty (40) years of age.

M. **Masters Track and Field Committee (“MTF”):** means the Standing Sport Committee in USATF administering the sport of track and field for men and women at least thirty (30) years of age. The makeup of MTF is as specified in Exhibit E of the USATF Governance Handbook.

- N. **Member**: means the single Masters national organization formally recognized by WMA/IAAF as the sole governing body for Masters Athletics within each NGB country (see definition of NGB below). USATF Masters Track & Field (MTF) Committee is the Member for all of US Masters Athletics, including masters long-distance running disciplines, internationally.
- O. **National Governing Body (“NGB”)**: means the governing body for the sport of athletics in a given country, affiliated with the IAAF. USATF is the NGB for the United States of America.
- P. **National Office (“NO”)**: means the national headquarters of USATF.
- Q. **North and Central America, and Caribbean Region of WMA/IAAF (“NCCWMA”)**: means the international region of WMA administering Masters Athletics in North & Central America and the Caribbean and is one of six international regions affiliated with WMA/IAAF.
- R. **Officials**: means technical officials certified by USATF or other recognized international bodies.
- S. **Pre-Master Athlete**: means athletes between the ages of 25 and 29.
- T. **Sub-Master Athlete**: means athletes between the ages of 30 and 34.
- U. **USA Track & Field**: means the NGB in the United States of America (“USA”) for Athletics recognized by the IAAF, and United States Olympic Committee.
- V. **United States Olympic Committee (“USOC”)**: means the national Olympic committee for the United States.
- W. **USADA**: means the USA Anti-doping Agency and is the national anti-doping organization responsible for the protection of clean athletes and the integrity of the sport.
- X. **World Masters Athletics (“WMA”)**: means the worldwide administrative body for Masters Athletics under the IAAF.
- Y. **WMA Delegates**: means those people selected by MTF to represent the USA at WMA and NCCWMA Assemblies and other international meetings that arise. The MTF Chair is automatically a WMA Delegate. Two (2) additional WMA Delegates are selected in even-numbered years by MTF to staggered four (4) year terms, for a total of three delegates allocated to MTF.

The two (2) additional WMA Delegate positions for the USA are assigned to MLDR, for a current allocation of five (5) delegates in total for the USA. If the number of delegates allocated to the USA is reduced for any given International meeting, the above order shall apply, with the longest serving of the Delegates continuing to represent the USA. All others nominated when WMA Delegates are selected by MTF shall be listed as alternates in the order of the number of votes received.

Z. WMA Women's Delegates: means those women selected by MTF to represent the USA at WMA and NCCWMA Women's Committee meetings, and other international meetings that arise. Two (2) people shall be selected for four- (4-) year terms in even-numbered years. Initially, one (1) shall be selected for a two- (2-) year term and one (1) for a four- (4-) year term. Thereafter one (1) delegate shall be selected in each even-numbered year for a four- (4-) year term. These delegates must be female. If the number of delegates allocated for the USA is reduced for any given International meeting, the longest serving delegate shall continue to serve. All others nominated when WMA Women's Delegates are selected by MTF shall be listed as alternates in the order of the number of votes received.

SECTION III **PURPOSE**

The purpose of the MTF is to serve as the Masters track and field committee of USATF for the sports of track & field and race walking as approved by USATF and described in the USATF Bylaws. MTF shall:

- A. Provide a full schedule of national championships for Masters Athletes.
- B. Serve as the WMA-approved member for the United States.
- C. Promote and develop activities related to its sport.
- D. Provide a forum for discussion of USATF and WMA rules as they relate to Masters Athletics and submit recommendations for changes.
- E. Provide liaisons to USATF through elected officers and appointed members of MTF.
- F. Provide representation on appropriate USATF national committees.

G. Communicate with other organizations that conduct Masters Athletics events, including those conducting events for disabled Masters Athletes, to facilitate scheduling and adherence to the USATF Rules of Competition.

SECTION IV **AUTHORITY**

MTF shall act under the authority granted by USATF, WMA, and IAAF. MTF shall exercise the following powers as they relate to Masters Athletics:

- A. Serve as the coordinating body for Masters track and field in the United States.
- B. Establish national goals for Masters track and field and facilitate the attainment of these goals.
- C. Supervise development and competition in Masters track and field, including United States regional and national championships and international WMA competitions, and establish procedures for the determination of eligibility for participation in those competitions.

SECTION V **DUTIES**

- A. In addition to those duties set forth elsewhere in these procedures, MTF shall:
 - 1. Have jurisdiction over the USATF national and regional championships for Masters track and field, and shall locate, conduct and manage those championships.
 - 2. Select sites for national championship events for Masters track and field.
 - 3. Have the right to appoint standing subcommittees and special task forces.
 - 4. Select delegates to represent MTF at WMA and NCCWMA General Assemblies and any other International meeting that may arise.
 - 5. Administer all matters involving foreign countries in relation to Masters track and field, working in close cooperation with USATF.

6. Except upon majority vote of those present to the contrary, allow the attendance at its meetings of athletic coaches, officials, or representatives of any group engaged in Athletics, with the invitees having a voice, but no vote.
7. Recommend officials for national and international competitions.
8. As appropriate, nominate persons for WMA and NCCWMA offices.
9. Arrange for, oversee, and coordinate an active anti-doping testing program for MTF athletes and events with educational input, coordination and actual testing protocols performed by USADA. (See Section XI.E.1 below).
10. Oversee the operation and development of Masters track and field in the United States.

SECTION VI COMPOSITION OF THE COMMITTEE

MTF shall be composed under USATF Regulation 11-A-4, as follows:

A. Association members: One (1) member to be named by each USATF Association, preferably the Association Masters Track and Field Chair. 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 (1) committee member.

B. Sport Organization members: One (1) member appointed by each sports organization listed in the exhibits section of the USATF Governance Handbook and an additional two (2) members to be named by any sports organization listed in exhibits section of the USATF Governance Handbook that conducts substantial programs or competitions in Masters Athletics.

C. Other constituent members: One (1) member appointed by each sports organization listed in the exhibits section of the USATF Governance Handbook, other than Affiliated Organizations, that conducts programs in Masters Athletics. Affiliated Organizations shall be represented only if the Board approves a recommendation that the Organizational Services Committee makes after consulting with MTF.

D. **Athletics for The Disabled members:** One (1) member to represent the collective members of USATF which are listed in the exhibits section of the USATF Governance Handbook, selected by the Athletics For The Disabled Committee.

E. **Officials Committee member:** One (1) member appointed by and from the USATF Officials Committee.

F. **Associations Committee member:** One (1) member appointed by and from the USATF Associations Committee.

G. **At-Large members:** Five (5) at-large members selected by the MTF Chair, subject to the approval of the members of the committee, as the first item of business at the Annual Meeting held in conjunction with the USATF Annual Convention.

H. **Elected officers and other positions:** Any person elected by MTF to serve as an officer. The total number may not exceed ten (10) additional members.

I. **Active Athlete members (“AA”):** The number of Active Athlete members of MTF is determined by Exhibit E of the USATF Governance Handbook. There is no limit to the number of Active Masters Athletes as defined in Section II.A of these Operating Procedures. The Active Athlete members of MTF shall be selected from amongst all the Active Masters Athletes attending the Annual Meeting. In addition, the number of Active Athlete members of MTF shall be at least twenty percent (20%) of the total authorized membership of MTF that are verified for any given Annual Meeting.

Note: Challenges of committee representation are controlled by the USATF Operating Regulations, Section III, Regulation 8-C-3

SECTION VII MEETINGS

Regulations governing meetings of MTF shall be as follows:

A. The Annual Meeting of MTF shall be held in conjunction with and at the time and place fixed for the annual meeting of USATF as provided in Article 8 of its Bylaws.

- B. Other general meetings of MTF may be held in conjunction with the USATF Masters Indoor and Outdoor Track & Field Championships.
- C. Special meetings of MTF may be called when deemed necessary by the Masters Executive Committee.
- D. Notice of Meetings
1. Notice of the annual meeting of USATF shall constitute notice of the meeting of MTF.
 2. Notice of other meetings shall be in writing; shall set forth the date, time, place, and purpose of the meeting; and shall be electronically distributed a minimum of thirty (30) days prior to the date of the meeting, to the last known electronic address of each MTF member.
- E. Quorum: At least twenty-five (25) percent of the members of MTF as verified at the current, or the previous Annual Meeting as applicable shall constitute a quorum. Roll call shall be taken by the Secretary at the beginning of each session and the quorum, if present, shall be announced by the Secretary.
- F. Reports: All reports from the officers, regional coordinators, subcommittee chairs, organizing committees for championships events, and task forces shall be in writing and submitted to the Secretary at least thirty (30) days prior to the Annual Meeting. These reports are to be electronically available to all members of MTF prior to the first session at the annual meeting.
- G. Order of Business: Business of MTF shall be conducted at the annual meeting in the following order:
1. Roll call of Officers, Association Delegates, and other authorized Committee members as detailed in Section VI of these Operating Procedures
 2. The Active Athlete ranked list shall be read by the Secretary and the Committee shall verify the active athletes by a majority vote. Those members shall then nominate, discuss, and select their Representative to the MTF Executive Committee according to the process in Section IX-B of these Operating Procedures.

3. The Chair shall select five(5) at-large voting members of the MTF Committee.
4. In the Annual Meeting following the Summer Olympics, officers, in the order of Chair, Vice Chair, Treasurer, and Secretary, shall be nominated and seconded. Each may make a presentation of the following length unless modified by the Executive Committee: Chair, ten (10) minutes maximum followed by a maximum of ten (10) minutes of questions and answers; all others, five (5) minutes maximum followed by a maximum of five (5) minutes of questions and answers. Officers may be nominated for more than one position, but can only serve in one position. The Secretary shall then give the USATF Organizational Services Committee the names of the nominees and the authorized list of verified voting MTF Committee members. The voting time, place, and procedure shall be as set by the USATF Organizational Services Committee.
5. In the Annual Meeting following the Summer Olympics and two (2) years after, nominations and selections of Delegates to WMA/NCCWMA and other international meetings shall be conducted. Also, Women's Delegate(s) shall be selected. Each nomination must be seconded and each Candidate may give a one (1) minute presentation followed by one(1) minute of questions and answers.
6. Reading and/or acceptance of minutes of preceding meeting.
7. Voting on proposed amendments of bylaws, regulations, competition rules, or MTF Operating Procedures.
8. Reports of officers.
9. Reports of the Regional Coordinators.
10. Reports of the standing subcommittees.
11. Reports of appointed positions as appropriate.
12. Reports of prior National Championships.
13. Reports of future National Championships.
14. Championship Site selection.

15. Old business.
16. New business.
17. Date, place, and time of special meetings and the next annual meeting.
18. Adjournment.

H. Order of Business: The order of business may be altered by motion of any member with approval of a majority vote of MTF.

I. Rules of Order: Questions of order shall be decided by the chair in accordance with the most recent edition of Roberts Rules of Order (newly revised). For all meetings of MTF the Chair shall designate a parliamentarian, who shall advise the Chair, who is empowered to make parliamentary decisions.

SECTION VIII OFFICERS AND THEIR DUTIES

A. Officers of MTF shall be: Chair, Vice-Chair, Secretary, and Treasurer. The term of office for elected officials shall be four (4) years and shall commence at the conclusion of the annual meeting in even-numbered years following the Summer Olympics.

B. The Officers shall be elected at the annual meeting of MTF following the Summer Olympics. Procedures for the election are found in Section X of these Operating Procedures and are also to follow the general rules for committee election in USATF Operating Regulations, Regulation 9-E.

C. All officers, unless excused prior to any meeting, should be in attendance at all meetings of MTF and its Executive Committee.

D. The officers shall perform the following duties and all other duties prescribed elsewhere in these Operating Procedures, or by action taken by MTF.

1. The duties of the Chair of MTF shall be as follows:
 - a. Preside at all meetings of MTF and its Executive Committee;

- b. Ensure that all duties and responsibilities of MTF are properly and promptly carried out;
 - c. Appoint subcommittee and other representatives, preferably with the authorization of the MTF Executive Committee, to fulfill the duties and responsibilities of MTF;
 - d. Serve as an ex-officio member of all subcommittees;
 - e. Communicate with MTF members to keep them fully informed of events concerning MTF and decisions made to carry out MTF's responsibilities;
 - f. Keep the USATF President, Chief Executive Officer, and Board member representing the General Competition Division informed of all Committee actions and recommendations;
 - g. Serve as the primary liaison with USATF to establish an annual budget for MTF;
 - h. Cause to be kept and promptly forwarded to all MTF members and the USATF Chief Executive Officer and Board member representing the General Competition Division copies of the minutes of all meetings of MTF;
 - i. Submit reports to Masters Athletes via appropriate publications;
 - j. Respond to inquiries concerning Masters track and field;
 - k. Serve for a term of four years but limited to no more than two (2) four- (4-) year terms, not counting a partial term of two (2) years or less as the result of being elected to fill a vacancy; and
 - l. Serve as the primary delegate to represent MTF at WMA General Assembly and NCCWMA meetings.
2. The duties of the Vice Chair of MTF shall be as follows:
- a. Preside over meetings of the Committee in the absence of the Chair;

- b. Assist the Chair in monitoring the activities of the subcommittees;
 - c. Perform other duties as requested; and
 - d. Take over the duties of the Chair in the event the Chair is absent or incapacitated.
3. The duties of the Secretary of MTF shall be as follows:
- a. Record the minutes of all meetings of MTF and the MTF Executive Committee and submit to the Chair for review;
 - b. Submit copies of the reviewed minutes of MTF to USATF President, Chief Executive Officer, and Board member representing the General Competition Division;
 - c. Advise members as to forthcoming meetings;
 - d. Assist with the preparation of reports to Masters Athletes;
 - e. Maintain a list with current contact information of all current members of MTF;
 - f. Assist the Chair in responding to inquiries;
 - g. In general, perform all duties normally pertaining to the office of Secretary; and
 - h. Insure that all minutes, after approval by the appropriate authority, are publicized in the MTF website and other appropriate places.
4. The duties of the Treasurer of MTF shall be as follows:
- a. Serve as chair of the Budget and Finance Subcommittee;
 - b. Submit the proposed MTF budget to the USATF Budget and Finance Committee after review by the Chair;
 - c. Submit a proposed budget for the following year to MTF at the Annual Meeting for approval; and
 - d. Prepare financial statements and distribute to appropriate individuals.

SECTION IX
EXECUTIVE COMMITTEE

A. The Executive Committee shall be composed of the elected Officers, the Regional Coordinators, the Chair of the Championships Games Subcommittee, the Chair of the Communications Subcommittee, up to three (3) additional members appointed by the Chair, and the selected Active Athlete Representative.

B. The Active Athlete Representative to the Executive Committee shall be selected as follows:

1. The MTF chair (or designee) shall conduct the selection at the first General Session of the MTF Committee at the Annual Meeting under Section X of these Operating Regulations and USATF Regulation 9.
2. Each Active Masters Athlete Representative candidate must be an Active Masters Athlete.
3. Nominations shall be taken from the floor from Active Masters Athletes attending the meeting, nominations must be seconded, and nominees must accept the nomination either verbally or in writing if not present.
4. Each nominee shall be given three (3) minutes to make a presentation and three (3) minutes for questions from the floor.
5. Selection shall take place by secret ballot. Only verified Active Athletes that are present may cast a ballot. No proxies shall be permitted.
6. The MTF Chair (or designee) shall appoint two (2) members of MTF who are not Active Athletes to tabulate the ballots.
7. A nominee must receive a majority of the votes to be selected. If there are more than two (2) candidates and none has a majority, a second round of voting shall be conducted immediately. If there is a tie, another vote shall be taken the following day, with the highest number of votes determining the Active Athlete Representative to the Executive Committee.

- C. Duties and Responsibilities: The Executive Committee shall:
1. Be empowered to conduct the business of MTF between meetings of MTF;
 2. Be responsible for the selection of the team manager(s); and
 3. Shall perform other duties as determined by MTF.
- D. There shall be an Executive Committee Meeting at the Annual Meeting of USATF, just prior to the Annual Meeting of MTF.
- E. Special Meetings: Special meetings of the Executive Committee may be called by the Chair or at the written request of one fourth (1/4) of the Executive Committee, forwarded to the Secretary. The Chair shall then call the special meeting within fourteen (14) days of receipt of the request.
- F. Voting: Majority vote shall prevail, with the Chair voting only in case of a tie. Voting may be done by ballot, phone, e-mail, or electronic application, as determined by the Chair.

SECTION X **NOMINATIONS, VOTING, ELECTIONS, AND VACANCIES**

The nominations, voting, and elections should generally follow the procedures that appear in the USATF Bylaws.

- A. The following shall govern the procedures for nomination:
1. At least one hundred and twenty (120) days prior to the Annual Meeting of MTF, the Executive Committee shall appoint a Nominating Subcommittee of three (3) persons, at least one (1) of whom shall be an Active Athlete, to make nominations for the various elected positions of MTF.
 2. No member of the Nominating Subcommittee, unless nominated from the floor, shall be eligible for election to a position on MTF in the years for which he or she is on the subcommittee.
 3. The report of the Nominating Subcommittee shall be made available at the Annual Meeting of MTF at least 48 hours prior to the election.

4. Nominations may be made from the floor at the Annual Meeting. No nomination may be made for an absent person unless that person has notified the Nominating Subcommittee in writing of his or her willingness to accept that specific nomination.
- B. The following regulations shall govern voting procedures:
1. Each MTF member shall have one (1) vote and must be present to vote. There shall be no voting by proxy. No individual may vote in more than one capacity.
 2. Only Committee members may vote for election of officers and Committee positions, on amendments to the Operating Procedures, and on motions, resolutions, and championship site selections.
- C. The following shall govern the procedures for elections:
1. The election of officers is generally governed by USATF Operating Regulation 9-E.
 2. The USATF Organizational Services Committee shall inform MTF of its protocols and procedures for the conduct of elections, and shall conduct MTF elections according to those protocols and procedures.
 3. The elections of officers and other elected positions shall take place at the Annual Meeting of MTF following the Summer Olympic Games.
 4. Balloting shall take place according to the directives of the USATF Organizational Services Committee.
 5. All elections shall take place at a pre-determined time that shall be posted for at least twenty-four (24) hours prior to the election.
 6. Regardless of internal MTF rules, only those bona fide members of MTF or their properly registered alternates under USATF Bylaws shall be eligible to vote.
 7. Elections shall be conducted in accordance with USATF Operating Regulation 9-E.

D. All MTF officers and selected or appointed administrators are subject to dismissal by a two-thirds (2/3), or more, vote of either the MTF Committee, or of the Executive Committee in the interim between Committee Meetings. The dismissal may be for cause, or for non-performance of their duties. Persons may be recommended for dismissal by any member of the MTF Committee with the second of an Executive Committee member. The specific reason(s) for the dismissal recommendation, must be presented, in written form, to the Chair, or Vice Chair as appropriate who shall bring the matter before the MTF Committee or the Executive Committee as appropriate. The person being recommended for dismissal has the right to submit written and/or oral statements to the MTF Committee or the Executive Committee, as appropriate.

E. The following shall govern procedures for filling vacancies.

1. There shall be no order of succession to any office.
2. In the event of a vacancy, MTF members shall elect a replacement at the next general meeting to complete the remainder of term. If necessary, the Chair shall make an interim appointment, after consulting with the Masters Executive Committee, until the election takes place.
3. Names of nominees, in writing, with a second shall be submitted to the Secretary to fill a vacant position. The formation of a Nominating subcommittee shall not be necessary. The Secretary shall prepare a resume to be submitted to the MTF prior to the voting.
4. Nominations may be made from the floor.
5. Written ballots shall be used for all contested elections and tabulated by at least two (2) members of MTF designated by the Secretary if the Organizational Services Committee does not conduct the election.

SECTION XI SUBCOMMITTEES

- A. Standing Subcommittees of MTF shall be of two types: (1) Sport and (2) Administrative, as detailed below:
1. Sport Subcommittees:
 - Combined Events
 - Race Walking
 - Throwing Events
 2. Administrative Subcommittees:
 - Anti-Doping and Substance Abuse
 - Awards
 - Budget and Finance
 - Championships Games
 - Communications
 - Exhibition Events
 - Hall of Fame
 - Inclusion
 - Nominating
 - Rankings
 - Records
- B. Special Subcommittees or Task Forces shall be appointed by the Chair as needed. The establishment of these Special Subcommittees or Task Forces is subject to the approval of the Executive Committee. They shall cease to function when they have completed the specified task.
- C. Subcommittee and Task Force Chairs shall be appointed by the Chair of MTF, after consulting with the MTF Executive Committee, to serve a term to run concurrently with the term of the Chair of MTF.
- D. Unless otherwise stated in these Operating Procedures or USATF Bylaws or Operating Regulations, the Chair of MTF with the recommendation of the Subcommittee or Task Force chair shall appoint the Subcommittee or Task Force members.

E. The following serves as a brief description of the task of each standing Subcommittee:

1. The Anti-Doping and Substance Abuse Subcommittee shall arrange for, oversee, and coordinate anti-doping testing for MTF athletes and events, provide guidance to the Executive Committee on any non-USADA issues raised by MTF members and that do not involve confidential or privileged information, carry out activities to inform MTF athletes about medical, anti-doping, and substance abuse education, issues and protocols, and interface with the appropriate anti-doping agency in accomplishing the goals of MTF to maintain a “clean” sport at all levels.
2. The Awards Subcommittee shall, under the direction of MTF, select outstanding MTF athletes for annual age group and overall athlete-of-the-year awards, for distinguished service to MTF and collaborate with other Subcommittees that present awards. The Subcommittee also shall select nominees for WMA annual Athlete of the Year awards in each appropriate category.
3. The Budget and Finance Subcommittee shall consist of the MTF Chair, Vice Chair, Treasurer, and any other appropriate member as appointed by the Chair of the Subcommittee. The Subcommittee shall prepare and negotiate a proposed budget to submit to USATF and present the proposed budget to the Committee at the Annual Meeting.
4. The Championships Games Subcommittee shall be responsible for all aspects of each USATF Masters National Track and Field Championships and shall conduct each to conform with USATF rules. It shall review and keep current the “Criteria for Hosting Championships” and the “Procedures for Site Selection;” secure bids for the Championships sites, and coordinate the selection process. It also shall prepare the schedule of events for each Championship, oversee the conduct of the Championship, and work with the Local Organizing Committee to ensure the fulfillment of all contractual obligations and the success of the Championship.

5. The Combined Events Subcommittee shall solicit bids for stand-alone combined events championships, oversee the conduct of these events, and serve as a resource to the Local Organizing Committees. In addition, the Subcommittee shall serve as a resource to the Championships Games Subcommittee for the conduct of the combined events at the USATF Masters Track and Field Championships.
6. The Communications Subcommittee shall develop an integrated communications and marketing strategy for MTF, with primary responsibility for overseeing the planning, development and execution of branding, communications, marketing, and community outreach initiatives. This strategy is to include traditional print and broadcast media, social media, website, and public relations, and shall be implemented in coordination and collaboration with the USATF Marketing, Communications, and Events staff in the National Office.
7. The Exhibition Events Subcommittee shall organize exhibition events for Masters Athletes at the USATF indoor and outdoor senior championships as well as at selected other major competitions. The Subcommittee also shall be responsible for nominating U.S. participants in Masters exhibition events at international championship meets.
8. The Hall of Fame (“HOF”) Subcommittee shall annually research, solicit, and present nominees for selection to the MTF Hall of Fame. Nominees may include active or retired MTF athletes and administrators who have been involved in MTF for a minimum of ten (10) years. Voters shall include the HOF Subcommittee, current members of the Hall of Fame, members of the MTF Executive Committee, and all Association Masters Chairs. Two-thirds (2/3) of the total votes cast are required for selection to the MTF Hall of Fame.
9. The Inclusion Subcommittee shall undertake activities to establish and maintain an inclusive culture that fosters equitable participation for athletes, officials, volunteers and spectators. To empower athletic development, competition, fitness, friendship, sportsmanship, and volunteerism, the Inclusion Subcommittee

shall provide or enable education and advocacy for MTF policies that sustain foundations of a diverse and inclusive culture across all dimensions of diversity including, but not limited to, age, race, creed, sex, sexual orientation, gender, gender expression, class, , income, educational background, geographical location, national origin, marital status, parental status, disability and levels of athletic ability.

10. The Nominating Subcommittee shall make nominations for the various elected positions of MTF. They shall proceed per Section X of this document.
11. The Race Walking Subcommittee shall establish procedures for selecting Race Walking Championships held outside the MTF championships, ensure that race walking records are maintained for masters, select annual race walking awardees, and serve as a resource to Championships Games Subcommittee and Local Organizing Committees for the conduct of race walking events at the MTF Championships. The chair of this subcommittee shall be a representative to the USATF Race Walk Committee.

Note: Regional race walking championships may be administered by race walk coordinators delegated by the Masters track & field regional coordinators.

12. The Rankings Subcommittee shall oversee compilation of annual rankings of all events and all age-groups for Masters athletics. The Subcommittee shall cooperate with WMA/IAAF on all rankings-related matters.
13. The Records Subcommittee shall maintain and update age-group American records for Masters Athletics. The Subcommittee shall periodically submit a report to the Executive Committee consisting of a list of records that are recommended for ratification. If no objections are raised within one (1) week, the records shall become formally ratified immediately. Objections to a record will cause that performance to be revisited for additional review and it will not be ratified at that time. The accumulation of these reports along with the outcomes of these ratification procedures throughout the year shall be included with the formal reporting of

the USATF Annual Meeting. The chair of this Subcommittee shall serve as the MTF Representative to the USATF Records Committee.

14. The Throwing Events Subcommittee shall solicit bids for throwing events that have stand-alone national championships, oversee the organization and conduct of these events, and serve as a resource Local Organizing Committees. In addition, the Subcommittee shall serve as a resource to the Championships Games Subcommittee for the conduct of the throwing events at the USATF Masters Track and Field Championships.

F. General provisions governing Subcommittee operation:

1. There shall be a Chair and a Recording Secretary of each Subcommittee.
2. Unless otherwise provided for, the term of office for all subcommittees shall be concurrent with the term of the MTF Chair.
3. Meetings of each Subcommittee shall be called by the Subcommittee chair.
4. The general duties of all chairs of Subcommittees and special Task Forces shall be as follows:
 - a. Preside at all meetings of that Subcommittee or Task Force;
 - b. Ensure that all responsibilities of that Subcommittee or Task Force are properly carried out;
 - c. Communicate with the Subcommittee or Task Force members and MTF leadership to keep them fully informed of happenings and decisions necessary to carry out the Subcommittee's or Task Force's responsibilities;
 - d. Provide Subcommittee or Task Force reports at the annual and general meetings of the committee and at other times as requested.
 - e. Serve on the corresponding USATF committees as requested by the Chair of MTF.

5. The general duties of all secretaries of Subcommittees and special Task Forces shall be as follows:
 - a. Give notice of all Subcommittee meets to all members in a timely manner.
 - b. Take minutes of all meetings of the Subcommittee and, after approval by the Subcommittee Chair, furnish them to the MTF Secretary to publish in appropriate areas.

**SECTION XII
REPRESENTATIVES TO USATF COMMITTEES**

- A. MTF shall be represented on all appropriate USATF Committees. These representatives shall be appointed by the Chair, after consulting with the MTF Executive Committee.
- B. The MTF representatives to the various other USATF Committees shall follow the business of their Committees and attend as many of their Annual Meeting meetings as possible and report back to MTF any items of interest to MTF. He/she should also introduce any MTF matters or actions to their Committee for consideration.
- C. The MTF shall appoint representatives to the following USATF Committees:
 - Associations
 - Athletics for the Disabled
 - Coaching Education
 - Diversity
 - Ethics
 - Masters Long Distance Running (MLDR)
 - Officials
 - Records
 - Sports Medicine and Science
- D. The MTF representative to the Rules Committee shall solicit discussion and proposals for changes to USATF and WMA rules and submit recommendations, in proper form and wording, for changes, along with supporting information, to the appropriate body in a timely manner.

E. The MTF representative to the Law and Legislation Committee shall solicit discussion and proposals for amendments to USATF's bylaws, and operating regulations Proposals shall be reviewed for proper form and wording and submitted to MTF and/or the Law and Legislation Committee, as applicable, in a timely manner.

SECTION XIII REGIONS AND REGIONAL MANAGEMENT

A. Designation of Masters Regions: There shall be seven (7) Regions, which shall embrace the following Associations:

East: Adirondack, Connecticut, Long Island, Maine, Mid-Atlantic, New England, New Jersey, New York, Niagara, Potomac Valley, Three Rivers;

Southeast: Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee, Virginia;

Midwest: Illinois, Indiana, Kentucky, Lake Erie, Michigan, Ohio, West Virginia, Wisconsin;

Mid-America: Colorado, Dakota, Iowa, Minnesota, Missouri Valley, Nebraska, Ozark;

Southwest: Arkansas, Border, Gulf, Oklahoma, South Texas, Southern, Southwestern, West Texas;

West: Arizona, Central California, Hawaii, Nevada, New Mexico, Pacific, San Diego-Imperial, Southern California;

Northwest: Alaska, Inland Northwest, Montana, Oregon, Pacific Northwest, Snake River, Utah, Wyoming.

B. Regional Coordinators

1. Regional Coordinators: Determination, Term, and Vacancies
 - a. Each Masters Region shall have a Regional Coordinator.
 - b. Each Region shall determine if the Regional Coordinator shall be selected by the Region or appointed by the MTF Chair.

- c. The standard and preferred method is selection by the Masters Chairs of the Associations comprising the region.
- d. Regional Coordinators must be current USATF members in good standing and shall reside within the boundaries of one of the associations comprising the region as defined in the MTF Operating Procedures or, if no resident in the region is available, in immediately adjacent areas. Regional Coordinators may be members of any USATF Association.
- e. All Regional Coordinators shall serve from the date of their appointment until they are replaced or until removed from office under MTF Operating Procedures.
- f. In cases where selection is done by the Masters Chairs of the Associations comprising the region, the selection process below shall be followed:
 - i. Whenever feasible, the selection shall take place at the respective regional meeting during the USATF Annual Meeting in the year when the MTF Chair election takes place
 - ii. Each Association in the region shall be entitled to one (1) vote to be cast by the Association's Masters Chair or the delegate designated in writing and signed by the respective Association President to represent the association in the MTF Committee.
 - iii. The selection process at the meeting shall be conducted by a third party from within the MTF Committee appointed by the MTF Chair. This third party shall collect all designee forms from those Associations designating persons other than the Association Masters Chair.
 - iv. Any person who meets the criteria for the position of Regional Coordinator and who is present, or accepts the nomination in writing, may be nominated or may nominate himself or herself.

- v. A quorum for a valid selection shall be at least fifty (50) percent of the eligible voters (defined as representatives of the member Associations of the region certified to represent their Associations in the Masters Committee, plus the outgoing Regional Coordinator). The vote shall be by secret ballot and shall be collected and counted by the third party conducting the selection along with a neutral scrutineer selected by the third party and approved by a majority of the voters before the vote is conducted. The person who receives the most votes wins the position. In the event of a tie, the MTF Chair shall break the tie.

- g. If, for any reason, there is a vacancy in a Regional Coordinator position, it may be necessary to conduct the selection in a year other than a MTF Chair selection. In this circumstance the same procedures shall be followed as outlined above. During the interim period between the occurrence of the vacancy and the next USATF Annual Meeting, the MTF Chair shall appoint an Interim Regional Coordinator to fulfill the Regional Coordinator's responsibilities.

- h. If there is not a quorum at the regional meeting at the USATF Annual Meeting the following procedure is to be followed:
 - i. The previous Regional Coordinator (or Interim Regional Coordinator, as appropriate) shall give a Notice of Selection, including the nomination deadline and the dates of the voting period, to all eligible voters and the MTF Chair no fewer than ten (10) days after the close of the USATF Annual Meeting at which there was an absence of a quorum at the region's meeting. Eligible voters are to be as defined above. The Notice of Selection must provide at least twenty-one (21) days for nominations to be made and at least five (5) days for the voting period. Each eligible voter shall acknowledge receipt of the Notice of Selection and

- provide a valid current e-mail address to the previous Regional Coordinator and the MTF Chair.
- ii. Nominations shall commence at the time that the Notice of Selection is given. Nominations are to be submitted to the previous Regional Coordinator and the MTF Chair.
 - iii. Nominees may submit to the MTF Chair no more than two (2) pages of information about themselves, their backgrounds, and their goals. The MTF Chair shall distribute this information to each of the eligible voters.
 - iv. Voting shall be conducted online through an anonymous online voting application set up by the MTF Executive Committee, with results visible to the MTF Chair, Vice Chair, and Secretary unless any of them are nominees. The MTF Chair shall communicate the final vote totals to all nominees and electors.
- i. The person who receives the most votes, regardless of the total number of votes cast, shall be the person selected as Regional Coordinator by the region.
 - j. The term of office shall coincide with the term of the MTF Chair.
 - i. The MTF Chair shall break any ties.
 - k. Prior to the first USATF Annual Meeting after the election of a new MTF Chair, the Regional Coordinators shall select one (1) of their colleagues to head the Regional Coordinators Meeting at the Annual Meeting, using the following process:
 - i. The MTF Chair shall give a Notice of Selection, including the nomination deadline and voting period, to all Regional Coordinators no fewer than two (2) months prior to the Annual Meeting. The Notice of Selection must provide at least 21 days for nominations to be made and at least 5 days for the voting period. Each

eligible voter shall acknowledge receipt of the Notice of Selection by e-mail to the MTF Chair.

- ii. Nominations are to be submitted to the MTF Chair.
 - iii. Nominees may submit to the MTF Chair no more than two (2) pages of information about themselves, their backgrounds, and their goals. The MTF Chair shall distribute this information to each of the eligible voters.
 - iv. Voting shall be conducted online through an anonymous online voting application set up by the MTF Executive Committee with results visible to the MTF Chair, Vice Chair, and Secretary unless any of them are nominees. The MTF Chair shall communicate the final vote totals to all Regional Coordinators.
 - v. The person who receives the most votes, regardless of the total number of votes cast, shall be the person selected to chair the Regional Coordinators meetings.
 - vi. The MTF Chair shall break any ties.
 - l. The term of office shall coincide with the term of the MTF Chair.
 - m. If the Regional Coordinator position becomes vacant, the Region (if responsible for selecting) or the MTF Chair (if responsible for appointing) shall fill the vacancy within three (3) months.
2. The Duties of the Regional Coordinators shall be as follows:
- a. Develop plans to strengthen the region;
 - b. Be responsible for the selection of regional championship sites;
 - c. Assist the directors of regional championship events and ensure that USATF Rules of Competition are followed;
 - d. Ensure that regional records are maintained and kept up-to-date;

- e. Disperse funds allocated to the region;
 - f. Submit a written and verbal report at the Annual Meeting of the Committee;
 - g. Annually submit a written financial report to the Region;
 - h. Disseminate information to Masters Athletes in the region;
 - i. Represent the Region at the Annual Meeting of the MTF Committee;
 - j. Serve as a member of the Executive Committee of MTF; and
 - k. Work with the Associations' Masters Chairs in the Region to strengthen the Masters program in each association.
3. Regional Governance and Authority
- a. It is recommended that each Region have a regional advisory council/group to assist and advise the Regional Coordinator. Each Region shall determine the method of selection of its advisory group. These groups may be composed of Associations' Masters chairs and/or individuals with appropriate expertise. The Executive Committee of MTF shall review the composition of these groups.
 - b. Each Region shall have the authority to develop an operating code and/or standards, guidelines, and policies that govern the management of Regional activities.

SECTION XIV **TEAM MANAGER**

- A. The MTF Team Manager and assistants, as appropriate, are selected by the MTF Executive Committee.
- B. The duties of the Team Manager are:
 - a. to be primarily responsible for managing the participation of the USATF Masters Team in WMA and NCCWMA Championships;

- b. to communicate with Team USATF members prior to and during the Championships to assure a timely and accurate flow of information;
- c. to liaise with USATF staff regarding issues related to travel and lodging for assistant team managers and medical staff;
- d. to liaise with USATF staff regarding distribution of team uniforms;
- e. to convene the Selection Committee to finalize Team USA entries for relays and file relay entries with meet management in a timely manner. The Selection Committee shall include the International Team Manager, Chair, Vice Chair, Active Athlete Representative, and others as appropriate.
- f. to serve as primary point of contact for athletes who are filing protests with meet management at WMA and NCCWMA Championships;
- g. to advise and assist USA athletes who are selected for anti-doping testing; and
- h. to perform other duties as appropriate to facilitate the successful participation of Team USATF at WMA and NCCWMA Championships.

SECTION XV AMENDMENTS

These Operating Procedures may be amended at any annual meeting of MTF or at any meeting specially called for that purpose. Written notification of proposed amendments must be sent to members of MTF at least thirty (30) days prior to the Annual Meeting at which they are considered, unless this time requirement is waived by a vote of at least ninety (90) percent at an MTF meeting. Amendments to the Operating Procedures shall require for passage a two-thirds (2/3) vote of the MTF members present and voting. Unless otherwise specified at the time of adoption, amendments to these Operating Procedures shall be effective immediately at the conclusion of the meeting at which they are adopted.

SECTION XVI
USATF BYLAWS AND OPERATING REGULATIONS

If any provision of these Operating Procedures conflicts with a USATF bylaw or operating regulation, the USATF bylaw or operating regulation shall control.

Adopted: December 2, 1994 (St. Louis)
Revised: December 6, 1996 (San Francisco)
Revised: December 5, 1997 (Dallas)
Revised: December 4, 1998 (Orlando)
Revised: December 3, 1999 (Los Angeles)
Revised: December 3, 2000 (Albuquerque)
Revised: November 28, 2001 (Mobile)
Revised: December 6, 2003 (Greensboro)
Revised: December 1 and 4, 2005 (Jacksonville)
Revised: November 29, 2007 (Honolulu)
Revised: December 2, 2017 (Columbus)