# Youth Athletics Division
## Training and Development Manual

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Questions about the manual may be addressed to any of the current committee members.

Dorothy Dawson        Toni Nichols
Linda Ellis           Linda Phelps
Inez Finch, Chair     Tricia Floyd, USATF Staff
Sam Germany           Marilyn Turner, USATF Staff
Henry McCallum

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Original Publication by the 2008 Training and Development Subcommittee Members:

Dorothy Dawson        Susan Johnson
Inez Finch            Henry McCallum
Sam Germany           Linda Phelps
McKenze Murphy, USATF Staff

This manual is designed to give basic information, suggestions, and recommendations for Youth Chairs, Regional Coordinators, Meet Directors, Coaches and Parents for USATF Youth Programs. It is printed under the auspices of USA Track & Field, Inc.

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## Revision History

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<td>3</td>
<td>November 2011</td>
<td>The entire manual was updated to add Sub Bantams as a competition group. Updates were made in the following Chapters:</td>
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<tr>
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<td>• Chapter A - Overview</td>
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<td>• Updated youth championship information.</td>
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<td>• Restructured the calendar of events.</td>
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<td>• Chapter B - Job Description</td>
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<td>• Miscellaneous minor changes.</td>
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<td>• Updated Table 3, Sample Declaration Instructions for the Regional Meet</td>
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<td>• Chapter D - Travel Grant Program</td>
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<td>• Chapter F - Workshop</td>
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<td>• Revised section to show the scheduling change of the workshop which is now held in conjunction with the Annual Meeting.</td>
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<td>• Chapter H - Youth Athletics Procedures</td>
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<td>• Replaced YA Procedure 100: Entry Information Procedures for the Junior Olympic Program updated for online registration.</td>
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<td>• Updated YA Procedure 101: Awards with revised submittal deadline.</td>
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<td>• Update YA Procedure 103: Junior Olympic Relay Procedures updated for online registration</td>
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<td>• Complete revision to reflect the online registration process.</td>
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<td>• Chapter O - Contacts</td>
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The entire manual was updated to reflect the organizational change and the naming of this manual to the "Youth Athletics Division".

**Updates were made in the following Chapters:**

- **Chapter A - Overview**
  - Updated youth championship information.
- **Chapter B - Job Description**
  - Updated contact information.
  - Miscellaneous text corrections.
  - *Updated youth championship information.
- **Chapter E - Forms**
  - Entry forms shown are samples of past forms
  - Updated youth championship information.
- **Chapter F - Workshop**
  - New Section with details regarding registration, schedule, agendas, and subsidies.
- **Chapter M - Meet Management Guide**
  - Miscellaneous text corrections.
- **Chapter N - Technology**
  - Updated contact information.
  - Miscellaneous text corrections.
- **Chapter O - Contacts**
  - Updated contact information.
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| 1        | March 2009 | • Updated all sections to replace Youth Committee and USATF staff names with titles and added a new chapter titled References with the Contacts List.  
  
  **Updated the following Chapters:**  
  • Chapter A - Overview  
    • Updated IAAF qualifying meet information.  
    • Updated youth championship information.  
    • Changed staff names to staff titles.  
    • Miscellaneous text corrections.  
  • Chapter B - Job Description  
    • Changed staff names to staff titles.  
    • Miscellaneous text corrections.  
  • Chapter C - Youth Clubs  
    • Changed staff names to staff titles.  
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  • Chapter D - Travel Grant Program  
    • Updated youth championship information.  
  • Chapter E - Forms  
    • Updated to the 2009 forms.  
    • Miscellaneous text corrections.  
  • Chapter J - Sponsorship  
    • Miscellaneous text corrections.  
  • Chapter M - Meet Management Guide  
    • Miscellaneous text corrections.  
  • Chapter N - Technology  
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    • New Section with list of contracts referenced in the manual. |
| 0        | March 2008 | Original Issue                                                                                       |
Overview Youth Program

Section 1  Mission Statement

USA Track & Field Grass Roots Programs

Mission Statement

USA Track & Field drives competitive excellence and popular engagement in our sport.

The backbone of USATF’s pursuit of excellence is its developmental programs -- grass roots outreach efforts to shape the next generation of champions and maintain our status as the World’s #1 Track & Field Team. These grass roots efforts include:

**USATF National Youth Indoor Track & Field Championships**: Participation in this event requires qualification through four USATF Zone Championships (West, Midwest, South and Northeast). Top six (6) participants in each event at the Zone Championships will qualify for the National Competition.

**USATF Junior Outdoor Track & Field Championships**: A national championship with entry based upon qualifying standards. A qualifier for international competitions (e.g. World Junior Championships, Junior Pan American Championships) which annually attracts 1,000 athletes ages 14 through 19. The USA Cross Country Championships also has a Junior division competition.

**USATF National Junior Olympic Track & Field Championships**: A national championship series consisting of preliminary meets, Association Championships, Regional Championships and a National Championship. Athletes advance on the basis of performance. National Championships attract more than 9,000 entries and 6,000 competitors. Junior Olympic Track & Field is the most visible developmental program in the world.

**USATF Youth Outdoor Track & Field Championships**: A national championship with entry based upon achievement of performance standards per event. The USA Youth Outdoor T & F Championships is club-oriented, with team championships awarded in every age division. The event annually attracts more than 2,500 participants and is well attended by many of USATF’s more than 1,900 member-clubs.

**USATF National Junior Olympic Cross Country Championships**: Entry and advancement follows the model of the Junior Olympic Track & Field Championships with a progressional series of competitions leading to a National Championship. Individual and team trophies are awarded at National Championships which annually attracts more than 2,500 athletes.

**IAAF World Youth Championships**: Since 1999, the IAAF World Youth Athletics Championship has been contested for athletes age 15-17. The IAAF World Youth Athletics Championships take place Bi-Annually in odd years. Previous qualifying standards included participation (in even years) at the National Junior Olympic T & F Championships, USA Youth Outdoor T & F Championships and USA Junior Outdoor T & F Championships serve as the primary selection meets for the IAAF World Youth Athletics Championships. In 2009 the inaugural World Youth Trials served as the qualifying event for selection to the team.
Youth Olympic Games: The inaugural youth Olympic competition was held in 2010. Athletes ages 16 and 17 were nominated for selection to the Americas Youth Olympic Team based on performance at the U.S. Area Youth Olympic Selection Trials - Track & Field held in the spring. The Youth Olympic Games was identified as an event where youth athletes would have the opportunity to balance sport, education and culture. These Games work as a catalyst in these fields throughout the Olympic Movement.

To learn more about USA Track & field and to view up-to-date information link to:

www.USATF.org
Section 2 Key Personnel

Throughout the manual, key personnel are listed by their titles. Current information for these personnel are given in the contact list found under the “Contacts” Tab of this manual. Additionally, the Youth Guide published by USATF each year provides contact information.

Section 3 Calendar of Events

This detailed calendar for each year has been removed. A general calendar has been included. Please refer to the USATF web page for the latest calendar with locations and specific dates of the youth calendar.

General Championship Calendar:

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<tr>
<th>Typical Days and Month</th>
<th>Junior Outdoor</th>
<th>Youth Outdoor</th>
<th>Junior Olympic T&amp;F</th>
<th>Junior Olympic CC</th>
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</thead>
<tbody>
<tr>
<td>June</td>
<td>3rd week</td>
<td>6 days</td>
<td>7 days</td>
<td>2nd Saturday</td>
</tr>
<tr>
<td></td>
<td>June</td>
<td>June - July</td>
<td>July - August</td>
<td>December</td>
</tr>
<tr>
<td>Meet Selection</td>
<td>qualifying bid</td>
<td>qualifying bid</td>
<td>qualifying bid rotation</td>
<td>qualifying bid rotation</td>
</tr>
<tr>
<td>Meet Location</td>
<td>as bid</td>
<td>as bid</td>
<td>East - Central - West rotation</td>
<td>East - Central - West rotation</td>
</tr>
<tr>
<td>Entry Deadline</td>
<td>Check USATF website for entry/deadline info</td>
<td>Check USATF website for entry/deadline info</td>
<td>Online registration deadline following regional qualifier</td>
<td>Online registration deadline following either association or regional qualifier</td>
</tr>
</tbody>
</table>
Section 4  Annual Checklist - Month by Month Calendar Timeline for Association Youth Chairs and Regional Coordinators

Please complete the following tasks or preparations in each month. Check off each box as you fulfill the job.

**JANUARY**
- Renew individual (http://www.usatf.org/membership) and club (http://www.usatf.org/clubs/) memberships.
- Submit updated committee information to the Associations and Organizational Services Manager.
- Submit the following information to the Grass Roots and Youth Programs Assistant for inclusion in the Youth Guide:
  - Association Youth Chair contact information (name, address, phone, fax, email).
  - Regional Coordinator contact information (name, address, phone, fax, email).
  - Junior Olympic Association meet information (Association, date, track location, city, website, meet director's contact information - name, phone, email).
  - Regional Championships meet information (Region, date, track location, city, website, meet director's contact information - name, phone, email).
- Submit sanction paperwork for any upcoming developmental meets to the Organizational Services Representative-Sanctions.
- Add any upcoming meets to the USATF online calendar (http://www.usatf.org/calendars/search/).
- Plan for Junior Olympic Indoor Zone Championships.

**FEBRUARY**
- Attend Junior Olympic Indoor Zone Championships (if held in February).
- Apply for Mark Springer Youth Travel Grant (http://www.usatf.org/clubs/+).
- Add any upcoming meets to the USATF online calendar (http://www.usatf.org/calendars/search/).
- Submit sanction paperwork for any upcoming meets to the Organizational Services Representative-Sanctions.

**MARCH**
- Attend National Youth Indoor Track & Field Championships (if held in March).
- Apply for Mark Springer Youth Travel Grant (http://www.usatf.org/clubs/+).
- Add any upcoming meets to the USATF online calendar (http://www.usatf.org/calendars/search/).
- Request medals and bibs for Junior Olympic Championships meets.
- Ensure that you have renewed club memberships (http://www.usatf.org/clubs/+).
- Submit sanction paperwork for any upcoming meets to the Organizational Services Representative-Sanctions.

**APRIL**
- Submit Mark Springer Travel Grant paperwork by early April deadline.
- Add any upcoming meets to the USATF online calendar (http://www.usatf.org/calendars/search/+).
- Request medals and bibs for Junior Olympic Championships meets.
- Submit sanction paperwork for any upcoming meets, such as preliminary junior olympic meets, to the Organizational Services Representative-Sanctions.

**MAY**
- Add any upcoming meets to the USATF online calendar (http://www.usatf.org/calendars/search/+).
- Request medals and bibs for Junior Olympic Championships meets.
- Submit sanction paperwork for any upcoming meets to the Organizational Services Representative-Sanctions.
JUNE
☐ Attend Junior Olympic Association Championships.
☐ Submit sanction paperwork for any upcoming meets to the Organizational Services Representative-Sanctions.
☐ Add any upcoming meets to the USATF online calendar (http://www.usatf.org/calendars/search/).
☐ Attend Youth Outdoor T&F Championships.

JULY
☐ Attend Junior Olympic Regional Championships.
☐ Submit sanction paperwork for any upcoming meets to the Organizational Services Representative-Sanctions.
☐ Add any upcoming meets to the USATF online calendar (http://www.usatf.org/calendars/search/).
☐ Attend National Junior Olympic T&F Championships.

AUGUST
☐ Attend Association Workshop.
☐ For Mark Springer Youth Travel Grant recipients, submit receipts and paperwork to the National Office.
☐ Submit sanction paperwork for any upcoming meets to the Organizational Services Representative-Sanctions.
☐ Add any upcoming meets to the USATF online calendar (http://www.usatf.org/calendars/search/).

SEPTEMBER
☐ Determine Junior Olympic Cross Country Association Championships meet date and site.
   ☐ Add meet to the USATF online calendar (http://www.usatf.org/calendars/search/).
☐ Determine Junior Olympic Cross Country Regional Championships meet date and site.
   ☐ Add meet to the USATF online calendar (http://www.usatf.org/calendars/search/).
☐ Submit sanction paperwork for any upcoming meets to the Organizational Services Representative-Sanctions.
☐ Request medals and bibs for Junior Olympic Championships meets.
☐ Register for Annual Meeting.
☐ Secure travel and housing accommodations for Annual Meeting.

OCTOBER
☐ Request medals and bibs for Junior Olympic Championships meets.
☐ For Annual Meeting Session Leaders, request audio-visual and/or catering needs for Annual Meeting.
☐ Submit sanction paperwork for any upcoming meets to the Organizational Services Representative-Sanctions.
☐ Add any upcoming meets to the USATF online calendar (http://www.usatf.org/calendars/search/).

NOVEMBER
☐ Submit sanction paperwork for any upcoming meets to the Organizational Services Representative-Sanctions.
☐ Add any upcoming meets to the USATF online calendar (http://www.usatf.org/calendars/search/).
☐ Attend Junior Olympic Association Cross Country Championships.
☐ Attend Junior Olympic Regional Cross Country Championships.
☐ Attend Annual Youth Administrators Training and Development Workshop.
☐ Attend Annual Meeting.
DECEMBER
☐ Attend USATF National Junior Olympic Cross Country Championships.
☐ For Mark Springer Youth Travel Grant recipients, submit receipts and paperwork to the National Office.
☐ Submit sanction paperwork for any upcoming meets to the Organizational Services Representative-Sanctions.
☐ Add any upcoming meets to the USATF online calendar (http://www.usatf.org/calendars/search/).
Job Description

Section 1 Introduction
Throughout this manual there are numerous individuals who play key roles in the USATF Youth Programs. This section provides a list of the individuals and the subsequent sections in this chapter provide the job descriptions.

This is a guide for all Youth Chairs and Regional Coordinators with the hopes to answer any questions or address any situations you may come across. This is only a guide and we understand that all situations that occur may differ for a given association and region.

This guide should help you understand the position you hold as well as give you a better understanding of Logistics, Staff, Executive Committee, and the Chain of Command.

Section 2 provides information on the Youth Chair at the Association level.

Section 3 provides information on the Regional Coordinator position appointed by the National Youth Chair.

Section 4 provides information on Meet/Event positions. These positions include:

1. Games Committee
2. Event Coordinator
3. Administrative Director
4. Operations Director
5. Official Coordinator
6. Site Coordinator
Section 2  Association Youth Chair

The Youth Chair is an elected position among most USATF Associations and responsibilities and duties may vary.

At the annual meeting of USATF, this individual or their designee is a voting member of the USATF National Youth Committee.

2.1 Requirements and Responsibilities

Each youth chair must possess knowledge, integrity, and a sense of fair play. A youth chair’s primary functions are those of service and information.

From time to time, a youth chair may be called upon to act on questions or even handle disputes, should they arise. Disputes that are not resolved by the Youth Chair may be passed on to the Regional Coordinator, and then to the Zonal Representative. If the dispute is still not resolved, the Zonal Representative will present the matter to the Youth Athletics Executive Committee for final resolution.

2.2 Duties

Duties of Youth Chairs may include (but are not limited to) the following (consult your local Association for specific responsibilities):

1. Facilitate communications within the Association to the benefit of all member clubs and athletes.
2. Manage situations that might be unique to the specific Association so long as they are in harmony with the national guidelines, rules and procedures.
3. Follow the USATF Competition Rule Book. No other interpretations are allowed.
4. Work with other youth chairs within the region to establish the event rotation policies for the region.
5. Take responsibility for establishing the Association Junior Olympic meet sites and meet directors, while adhering to the specific meet dates as reported each year by the Youth Calendar Committee. This also requires that all necessary documentation, including a USATF Sanction Application and the USATF Award Request Form, has been completed.
6. Establish a schedule of events for the track. Review field events schedule, which depends on facility set-up.
7. Verify that all entry forms and information flyers pertaining to the various competitions fully describe all necessary information, especially qualification criteria for all subsequent competitions.
8. Be prepared to serve on Jury of Appeals for your Regional meet.
9. Process and forward entry forms, fees and results from the Association meet to the Regional meet in a timely fashion.
10. Attend the Regional meet to support the Association’s athletes and perform any duties assigned by the Regional Coordinator or meet director.
11. Perform any and all duties that may be assigned by the National Youth Chair as needed.

2.3 Association Youth Committee

UNDER DEVELOPMENT

Suggested Topics:

Organization: Committee structure, meetings (Roberts Rules of Order), Youth Operating Procedures, etc.
Calendar: Developmental meets, Junior Olympic Meets, etc.
Section 3 Regional Coordinator

The Regional Coordinator is a member of the National Youth Committee. This individual is appointed by the National Youth Chair.

The National Youth Chair shall appoint a Regional Coordinator from each USATF Region to serve at the pleasure of the chair. This is a four year term to run concurrently with the term of the chair. A regional coordinator may be replaced by the chair of the committee or by a 2/3 vote of the Executive Committee. 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.

3.1 Requirements and Responsibilities

The Regional Coordinators are volunteers who are dedicated to our youth programs. Each coordinator must possess knowledge, integrity, and a sense of fair play, rather than being in a position of authority. The Regional Coordinator’s prime functions are those of service and information.

From time to time, a Regional Coordinator may be called upon to act on questions or even handle disputes, should they arise. This does not mean to infer a position of absolute final authority but to take the proper steps according to our by-laws, policies and procedures. Disputes may not always be resolved by the Regional Coordinator but may have to take the proper steps up the chain of command to the Zonal Representative. If the dispute is still not resolved, the Zonal Representative will present the matter to the Youth Athletics Executive Committee, for final resolution.

The Regional Coordinator should provide the following information to all associations and to the protest referee at each regional meet and association meet. In addition, a standard protest form should be used at each meet. (See Form 7, Region ## Junior Olympic Protest Form)

During the Regional/Association meet you will encounter all kinds of problems including protest issues. Always remember your protest chain of command and follow them without prejudice.

For complaints, protest or grievances here’s your chain of command:

  Youth Chair USATF: (Name)
  Zone Rep: (Name of Your Zonal Representative)
  Regional Coord: (Name of Your Region Coordinator), Region #

Association Youth Chairs:

  (Association 1: Chair 1)
  (Association 2: Chair 2)
  (Association 3: Chair 3)
3.2 Duties

Duties of Regional Coordinators include (but are not limited to) the following:

1. Facilitate communications with member Associations to the benefit of all member clubs and athletes.

2. Manage situations that might be unique to the specific Region and affiliated Associations so long as they are in harmony with the National guidelines, rules and procedures.

3. Follow the USATF Rule Book. Requests for athlete waivers into the National competition must be presented to the Youth Executive Committee based on extraordinary circumstances for approval. Regional Coordinators cannot waive athletes into the National Championships.

4. Take responsibility for establishing the Regional Junior Olympic meet sites and meet directors in cooperation with the Association Youth Chairs of the Region. Assure that the Regional meet will be conducted on or prior to the date established by the Youth Calendar Committee.

5. The Regional Coordinator shall establish and publish rotation policies for the Region in cooperation with the Association Youth Chairs of the Region. A change to rotation policies or site locations can only take place under extraordinary circumstances or conditions. 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 & 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 Associations Youth Chairs of the Region. Review field events schedules which depends on facility set-up.

7. Verify that all entry forms and information flyers pertaining to the various competitions fully describe all necessary information, especially qualification criteria for all future subsequent competitions.

8. Serve as the Referee for the Regional Junior Olympic competition, if qualified, or appoint the Regional Junior Olympic Meet Referee(s) (requires certification as National or Master level official). (Rule 240-3-c). Establish the Youth Chairs or their designees as the Jury of Appeals.

9. Attend the Regional meet to collect, process and forward entry forms, fees and results from the Regional meet to the National meet in a timely fashion.

10. Attend the National Junior Olympic track and field meet to support the regional athletes and perform any duties assigned by the National Youth Chair.

11. Perform any and all duties that may be assigned by the National Youth Chair as needed.

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1. Per diem is based on the USATF Travel and Business expense policy. This value may change depending on USATF practices.
3.3 Processing Regional Advancement Information

The regional coordinator is forwarding a backup file of complete meet results to Henry McCallum hmcca77@verzion.net no later than 24 hours after the conclusion of the meet.

There are many similarities, however please note the following “Things to Remember”:

**X-Country**
- Association Top {#} athletes in each division + {#} Teams advance to Regional's
  (numbers advance based on regional agreement)
- Regional advancement to National Meet
  - Top 20 per division + 3 Teams
  - Teams minimum of (5) maximum of (8)

**Note:** If you do not have a regional meet you can send 10 athletes per division and 1st Team from each Association meet.

**Track & Field**
- Association Top {#} athletes in each division in each event advance to the Regional JO Meet
  (advancement numbers vary based on regional agreement)
- Regional Advancement to National Meet
  - Top 5 per division in each event (see advancement procedures for combined events)

**Cross Country Registration Process**
You will receive specific instructions from the USATF Executive committee with the Regional Coordinator's Hy-Tek and Advancement information. Please do not vary from these instructions. The instructions will come to you in advance for you to submit them to your associations computer personnel to set up their computers during their association meet so that all information is compatible with the Regional meet. (SEE HY-TEK SECTION OF MANUAL)

Remember that the instructions will differ for Track & Field and Cross Country so it is important that you are aware of the requirements for the instructions for each type of meet.
3.4 Regional Communication

One of the key responsibilities of the regional coordinator is communication. Proper and timely communication includes distributing information from the National Youth Division to each associations youth chair and other key individuals within the region; distributing information between the associations within the region; and distributing information from the region to the national youth organization.

It is recommended that the regional coordinator introduce himself or herself, when initially assigned as a regional coordinator and when changes are made in positions within the associations in the region. A sample introduction letter is included as Table 1, Sample Letter of Introduction.

For each regional meet, the regional coordinator should coordinate the flow of meet information. Starting as early as possible, the regional coordinator should share information on each regional championship between the associations and with both the National Youth Division and National Office.

For each regional meet, the following information has been provided by the South Carolina Association as an example of the process used to coordinate the meet management activities of the meet.

Sample Meet Management Guide

It is important that we double check our responsibilities and in doing so it is wise to create check list, and things to remember list. These lists can be distributed to volunteers at the gate, packet pickup, awards, and declarations, so that all volunteers will have clear directions and be on the same page.

Remember: preparation is the key!

1. Make sure that you make binders for entry information, results, declarations, and awards. Include tabs and indexes, so that everything will be at your fingertips.
2. If you use file folders for entry information, make folders with labels so that any volunteers can easily follow your directions.
3. Organize a filing system for packet pick-up.
4. Make sure your have all necessary supplies (pens, pencil, paper clips, staples, etc.) and verification stamp.

You can have these items prepared at 3 months prior to the meet.

To further facilitate the activities at the meet, the following set of instructions were developed by Valerie Beesley, South Carolina Youth Chair. These sample instructions are provided in the following tables:

- Table 2, Sample Declaration Instructions for Association Meet, provides the instructions each association needs to use in order to process the advancement paperwork for athletes who qualify and declare to compete in the regional meet.
- Table 3, Sample Declaration Instructions for Regional Meet, provides the instructions used at the regional advancement table.
- Table 4, Sample Instructions for Gate Personnel,
- Table 5, Sample Instructions for Packet Pick-Up Personnel.
- Table 6, Sample Instructions for Awards Personnel.
- Table 7, Sample Instruction Sheet for the Unattached Athlete.
3.5 Regional Rotation

All Regions should have a Rotation order of each Association hosting the Region meet. It is the responsibility of the Regional Coordinator to maintain the list and know who will host the upcoming Regional meet. It is also your responsibility to know all of the Youth Chairs within your Region and their most current contact information.

3.5.1 Example Regional Rotation

The following rotation is from Region 3. To facilitate the paper work at the regional level, each association uses an assigned color for printing their entry forms.

**Rotation Order & Color Code of Entry Forms**

- South Carolina-Blue
- Potomac Valley- Pink
- North Carolina- Green
- Georgia- Peach
- Virginia-Yellow

<table>
<thead>
<tr>
<th>Year</th>
<th>Track &amp; Field</th>
<th>Cross Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>North Carolina</td>
<td>Potomac Valley</td>
</tr>
<tr>
<td>2011</td>
<td>Georgia</td>
<td>Potomac Valley</td>
</tr>
<tr>
<td>2012</td>
<td>Virginia</td>
<td>North Carolina</td>
</tr>
<tr>
<td>2013</td>
<td>South Carolina</td>
<td>Virginia</td>
</tr>
<tr>
<td>2014</td>
<td>Potomac Valley</td>
<td>South Carolina</td>
</tr>
<tr>
<td>2015</td>
<td>North Carolina</td>
<td>Potomac Valley</td>
</tr>
</tbody>
</table>
3.6 Regional Meet Fliers

It is the Regional Coordinators responsibility to prepare the Regional meet flyer and approve all aspects of the meet according to your Regional Coordinator duties. It is also your responsibility to include and review with the youth chair the meet schedule before any and all finished versions go out to teams, individuals and are posted on any web sites. (SEE FORMS SECTION OF MANUAL)

An Example of a meet information flyer will be emailed in a template to all youth chairs or you can email the Youth Programs Coordinator for assistance. This template can be easily used by replacing the items in Red with your own information.

The Regional Coordinator will receive an email from the USATF National Office advising that the Junior Olympic forms are available for the current year and provide them the location for download. It is the Regional Coordinator’s responsibility to forward that information to the Region’s Youth Chairs so that they have the most recent forms for their association meet.

The recent forms should include the following:

- Meet Information Template
- Junior Olympic Logos and Guidelines
- Junior Outdoors/ World Youth Team Waiver Form
- Rule 300 Waiver
- USATF National Junior Olympic Special Advancement Form
- Junior Olympic Participant Waiver
- Online Entry Set Up Instructions

It is important to communicate with all the youth chairs in your region and make sure that everyone is in accordance with their responsibilities for the Regional meet. This informational letter or email can be used to better communicate your needs and expectations of the Youth Chair(s). You may be sent some very specific instructions from the USATF Executive committee which would need to be forwarded to appropriate meet management personnel.
3.7 Regional Track & Field Meet Guidelines

The following are two general guidelines that can be used to host your Regional Track & Field Championship meet. All associations and regions are different and vary in size based on the number of athlete's competing; however, this guideline should help guide you move in the right direction.

3.7.1 Sample 1 - Guidelines for hosting USATF Regional Track & Field Championships

The following guide is from Region 8, Frosty and DeEtte Anderson, Regional Coordinators

A good Region meet doesn't just happen. You must plan and communicate with all Youth Chairs within your Region.

Entries to the Region 8 championships typically range from 1,250 to 1,450 athletes. It can be a very intense undertaking for the meet hosts, and we will attempt to address the myriad of issues facing those in charge. We use the schedule attached. Although the various association championships in Region 8 don’t all take place on the same dates, we have agreed that electronic entries are due the Monday of the week before the regional meet, and the paper entries are due 2 days later on Wednesday of the week before the meet. This gives association meet directors time to obtain needed documentation on entry forms. It is required that associations use the Hy-Tek Meet Manager program at their association meets. Also, at the Association level the person making the advancer file must have access to the paper entries in order to create the file.

We have agreed within Region 8 that entry fees will be set at $1 below the maximum allowed by USATF. Associations will be assessed a $1 penalty if the Meet Manager advancer file contains more than just the athletes that have signed up to compete in the regional meet.

We have also agreed to a maximum gate fee of $3 for adults, and $2 for kids 6-16 yrs old. Gate fees may be charged for all sessions, including combined-events.

There are minimum standards that must be met to be approved to host the regional meet. They include:

- The track must be a 400 meter track (an inside curb is required if a national record is to be submitted)
- The track is to be a minimum of 8 lanes
- 2 venues each for long jump/triple jump and high jump, and 2 are preferred for shot and disc (physically separate facilities for boys and girls in the throws is not acceptable)
- 1 venue each for pole vault and “big” javelin—mini-jav should be contested on the track infield
- (a steel tape must be available for use in verifying height/distance of national record submission)
- Steeplechase (could be at a separate facility)
- Press box or other area for computer processing
- Fully Automatic Timing (also hand held backup timing)
- Hy-Tek Meet Manager program and operator(s)
- Area to post results
- Starting blocks (1 more than the number of lanes)
- Hurdles (10 ½ flights)
- 2 wind gauges (necessary for national record submission)
- Measuring tapes including a couple 300 ft. tapes for disc and jav
- 8 flags for umpires
- Standards and bars for high jump and pole vault (including extenders for youth heights)
- “Track-master” or other measuring device for implements
- Numerous fluid containers for athletes and officials
- Communication equipment (walkie-talkies)
- Implements for field events (optional)
- Batons (optional)
- Race walk judges (minimum of 3)
- Adequate stands, concessions, and restrooms
Your Hy-Tek operator provides one of the crucial functions of the meet. It is sets of 9-12's, and 10 sets of 9-18's. Remember, "sets" means 2 of each number, one for each side. You to calculate this yourself, but for a "rough estimate" on hip numbers, you will need about 215 sets of 1-8's, 16 athletes for identification. If you have 2 cameras on the finish line, you need numbers on both hips. I'll caution in. Remember that when using a FAT system, you will need to order hip numbers plenty of help in the clerking area to sort through the chaos of where you want the different age groups to check in. For example, the bantam 100 meter prelims are important that the announcer keep the crowd up to date on where you are on check in for events (it is also helpful clerking area. You also need good communication between the clerking area and your P.A. announcer. It is very and turn them over to both the clerks and the Finish Lynx folks. You need a strong individual in charge of your finish, responsible for making sure contestants are lined up correctly at the beginning, and accounted for upon completion of the event.

The use of the Hy-Tek Meet Manager software in conjunction with a Finish Lynx timing system adds a new dimension to our efforts. Finish Lynx does a fantastic job of determining the order of finish as long as all contestants are accounted for to begin with, and additionally for races run in lanes, that all runners compete in their assigned lanes. Because of this, it is necessary to require an early check-in so we can determine who will actually be competing in each race. We have found that a 45 minute check in deadline is "just barely enough" time for the Hy-Tek operator to process the scratches, reheat the race, generate the heat sheets, and turn them over to both the clerks and the Finish Lynx folks. You need a strong individual in charge of your clerking area. You also need good communication between the clerking area and your P.A. announcer. It is very important that the announcer keep the crowd up to date on where you are on check in for events (it is also helpful to have a bullhorn or smaller P.A. system in the clerking area). For example, the bantam 100 meter prelims are scheduled for 11:30 a.m. Saturday. That means the deadline for check in is at 10:45 a.m. You will need to have plenty of help in the clerking area to sort through the chaos of where you want the different age groups to check in. Remember that when using a FAT system, you will need to order hip numbers to be used on all running event athletes for identification. If you have 2 cameras on the finish line, you need numbers on both hips. I'll caution you to calculate this yourself, but for a "rough estimate" on hip numbers, you will need about 215 sets of 1-8's, 16 sets of 9-12's, and 10 sets of 9-18's. Remember, "sets" means 2 of each number, one for each side.

Your Hy-Tek operator provides one of the crucial functions of the meet. It is extremely important to use someone that is familiar with the program, preferably a person that has used the program before. Make sure that you have a computer with enough speed and memory. You will want to have a high-speed printer also. Meet entries are to be posted on the host Association website the week before the meet, with a procedure established to accept changes or corrections. The predominance of the changes are spelling, but there are incidences where athletes may show up in the wrong events or age group. Be careful about accepting event changes carte blanche. Work with the respective Association meet directors for verification. It is also important for the Hy-Tek operator to have the meet set up correctly in terms of seeding. USATF seeding rules apply, and the meet director should review how the meet is set up ahead of time. In particular, make sure that the races that have prelims on Saturday are seeded as “semis”—that will put the fastest 4 in the middle 4 lanes, and the others on the outside lanes. At the conclusion of the meet, a full backup of the Hy-Tek file must be e-mailed to the regional coordinator. Also, the results should be posted on the local association website, and/or e-mailed to the national office for posting on that website.

Your announcer is another key member of the team putting on the meet. Use the P.A. to communicate important updates—keep the customer informed! In fact, if the physical setup permits, using 2 announcers is a good idea. One can handle event reporting—race being contested, participants, records, that kind of thing. Meanwhile the
2nd announcer keeps up to date on “admin details,” like what event is being handled at check in, results from both field and track events, award ceremony announcements, etc. Before any relays are announced, it is helpful to remind everyone of our uniform rule. Additional announcements should be made repeatedly regarding sign-up for nationals, merchandise sales, and concessions.

It is prudent to pay special attention to any DQ’s that occur. Take time before you start the meet to review the rules with the marshals—especially the relay zone officials. Marshals should be furnished with pencil and note cards to document any disqualifications. Make sure they know ahead of time that they are expected to write down the infraction, taking special care to identify the athlete by bib number or uniform color, or whatever means they have to pin down exactly who they are talking about (heat sheets can be a big aid in this). The DQ card is then to be given to the referee for further action. It is the referee that decides if the information provided warrants the disqualification. If a DQ does occur, you need to inform the coach, parent, or athlete right away. The announcer can have them report to the referee to break the bad news.

It is advisable to have one person in charge of all your meet workers. In a meet of this size, you really cannot have too many volunteers. However, there is a cost associated with your helpers. Typically, you provide shirts to the workers. You will also want to make sure that they get adequate food and beverages. With the meet spanning several days, you will probably not get everybody to come and help every day. One way to approach it is to get crews to take certain jobs. One crew for finish line, one for check-in, sets of marshals, awards, etc. Go through and look at every separate function that will take place during the meet, and figure the number of workers you need (each day) to handle the job. Having enough help at the meet is definitely your biggest challenge.

Here are some other random thoughts pertaining to the meet:

- We sold about 500 shirts at the 2004 Nebraska regional meet
- Sell results packets. Determine the price and have people write name and address on manila envelope
- Have rulebooks for sale. Many don’t even realize that we operate under a set of published rules!
- Use secure radios—everybody seems to have the multiple channel “home brands”
- Use the regional passport to address problem issues such as:
  - $5 incomplete entry charge for entry forms without USATF # or proof of birth stamp
  - 3rd place in combined-events needs to meet a certain standard to advance
  - Implements—you should be prepared to provide them, but you can allow athletes to bring their own into the competition, as long as it becomes shared like all other implements
  - Protest fee and where to file a protest
  - Provide information on where entries will be posted on web so they can double check their entries

3.7.2 Sample 2 - Guidelines for hosting USATF Regional Track & Field Championships

The following guides are from Region 3 Coordinator

The following outline (sample from Region 3) contains the suggested requirements for the regional cross country meet. (Please note: the sub-bantam group is not required.)

For information on specification for the track and field venue see Section 2, Regional Facility Standards, on page K-1 in Chapter K, “Facilities”.

OFFICIALS

A Referee
B Wind Gauge Operator
C Chief Timer and Judge
D Implement Inspector
E Chief Clerk
F Chief Race Walk Judge
G Two Starters
H Two Clerks
I  One Lap Scorer
J  Three each event (shot, discus, hammer, long jump, high jump, triple jump, pole vault and javelin)
K  One announcer
L  Trainer/ Medical
M  Two Marshals
N  Chief Field Judge

OFFICE SUPPLIES
A  Binders (11)
B  Safety Pins
C  Box of paper
D  Tape
E  Staples, stapler, Staple Remover
F  Bib Numbers (order from national office)
G  Hip Numbers (500 sets of 1 – 9, 50 sets of 10 – 18)
H  Receipt Books (at least 5)
I  Envelopes (Legal size)
J  Cash Box (2)
K  Pens, pencils and hi liters)
L  Clip Boards
M  Pencil Sharpener
N  Thumb tacks
O  Paper clips
P  Rubber bands.

VOLUNTEERS
A  Packet assembly
B  Packet Pick-up
C  Declaration
D  Awards
E  Posting Results
F  Hurdle Crew (Check Asheville Lighting, North Carolina)
G  Clerking
H  Water Stations
I  Hospitality (Official/Volunteers)
J  Field Events
K  Set-up (Prior to Meet)
L  Break-down (After Meet)
PROCEDURES

A  All written publication regarding Association and Regional Championship competition must be submitted to the Regional Coordinator for approval prior to disbursement.

B  At the association level Registration forms must have the following completed information:
   1. Athletes full legal name
   2. Complete address
   3. USATF Membership number
   4. Parents/guardians signature
   5. Proof of age validation stamp

C  Make sure field event areas are clearly and correctly marked per youth handbook.

D  Measure and mark the track for placement of 80(midget) and 100 (youth girls) meter hurdles prior to beginning of the meet.

E  Mark any special board for small age groups on long jump board.

F  All officials should be current USATF certified.

G  Know the rules of the game and follow them. All supplementary rules should be printed in the meet flyer, (example tent rule)

H  Announce all changes and disqualifications as soon as they are official.

I  Mark and monitor all implements to be used in the games.

J  The referee should not have any other function in the meet.

K  Notify and correct, or disqualify teams or persons with improper paperwork immediately. Never let a participant proceed when paperwork is not correct. The association youth chair must authorize exceptions in writing.

L  Umpires must be on the track at all times, both straight and curved races.

M  Do not allow anyone to coach, teach rules or give advice inside the field of competition.

N  Allow participants adequate time to warm-up after sitting around in the clerking tent, or have an area in the restricted clerking area for participants to continue warming up.

O  No one is allowed to perform timing (FinishLynx) duties at our regional meet if they have a team or athletes competing in the meet.

ENTRY PROCEDURES FROM ASSOCIATION TO REGIONAL HOST.

A  Email top 5 advancers (merge file) and complete meet backup by deadline set at regional meeting.

B  All entries must be in Hy-Tek meet manager format.

C  Mail certified, cashier, or association check (not club check), hard copy of results, and disks with complete meet results and top 5 advancers.

D  Send all paperwork in a binder by teams in alphabetical order to youth chair by entry deadline as set forth at the annual meeting.

E  Each youth chair is responsible for the preparing, collection and processing of their declarations and fees from the regional level to national.
AWARDS

A Supplied from national office, but must include numbers for Sub-Bantams. Medals are ordered in Sets. Sets include 1 Gold, 1 Silver, and 1 Bronze.

- Sub-Bantam: 32 sets
- Bantams: 38 sets
- Midgets: 52 sets

<table>
<thead>
<tr>
<th>Event</th>
<th>Sets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Bantam</td>
<td>32</td>
</tr>
<tr>
<td>Bantams</td>
<td>38</td>
</tr>
<tr>
<td>Midgets</td>
<td>52</td>
</tr>
</tbody>
</table>

Total Medals: 304

B Not supplied from national office, but must include number for Sub-Bantams.

1. Ribbons (must order from separate vendor 4th – 8th place)
2. 1st place relay plaque 8 x 10 for each group (male and female) including sub bantams.
   a. 4 x 100 = 12 plaques
   b. 4 x 400 = 12 plaques
   c. 4 x 800 = 8 plaques

EVENTS

USATF Divisions where age is based on year of birth.

**Sub Bantam: 7 and 8 years of age**

- 100 Meter Dash
- 200 Meter Dash
- 400 Meter Dash
- 800 Meter Run
- 1500 Meter Run
- Mini Javelin (300g)
- Long Jump
- Shot Put
- 4 x 100 Meter Relay
- 4 x 400 Meter Relay

**Bantam: 9 and 10 years of age**

- 100 Meter Dash
- 200 Meter Dash
- 400 Meter Dash
- 800 Meter Dash
- 1500 Meter Run
- 1500 Meter Race Walk
- Shot Put (6 lbs)
- Mini Javelin (300g)
- High Jump
- Long Jump
- 4 x 100 Meter Relay
- 4 x 400 Meter Relay

**Triathlon**: Shot Put, High Jump, 200 Meter Girls, 400 Meters Boys (Not included in three events)

**Midget: 11 and 12 years of age**

- 100 Meter Dash
- 200 Meter Dash
- 400 Meter Dash
- 800 Meter Run
- 1500 Meter Run
- 3000 Meter Run
- 1500 Meter Race Walk
- 80 Meter Hurdles (30”)
- Long Jump
- High Jump
- Shot Put (6 lbs)
- Discus (1 kilo)
- Mini Javelin (300 g)
- 4 x 100 Meter Relay
- 4 x 400 Meter Relay
- 4 x 800 Meter Relay

**Pentathlon**: 80 meter Hurdles, Shot Put, High Jump, Long Jump, 800 Meter Run Girls, 1500 Meter Run Boys (Not included in three events)
Youth: 13 and 14 years of age

<table>
<thead>
<tr>
<th>Event</th>
<th>Event</th>
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<tbody>
<tr>
<td>100 Meter Dash</td>
<td>200 Meter Dash</td>
<td>400 Meter Dash</td>
</tr>
<tr>
<td>800 Meter Run</td>
<td>1500 Meter Run</td>
<td>3000 Meter Run</td>
</tr>
<tr>
<td>100 Meter Hurdles (G-30”/B-33’)</td>
<td>200 Meter Hurdles (30”)</td>
<td>Triple Jump</td>
</tr>
<tr>
<td>High Jump</td>
<td>Shot Put (G-6lb/B-4 kilo)</td>
<td>Long Jump</td>
</tr>
<tr>
<td>Discus (1 kilo)</td>
<td>Pole Vault</td>
<td>Javelin (600 g)</td>
</tr>
<tr>
<td>3000 Meter Race Walk</td>
<td>4x 100 Meter Relay</td>
<td>4 x 400 Meter Relay</td>
</tr>
<tr>
<td>4 x 800 Meter Relay</td>
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</tr>
</tbody>
</table>

Pentathlon: 80 meter Hurdles, Shot Put, High Jump, Long Jump, 800 Meter Run Girls, 1500 Metre Run Boys (Not included in four events)

Intermediate: 15 and 16 and Young Men/Young Women 17 and 18

<table>
<thead>
<tr>
<th>Event</th>
<th>Event</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Meter Dash</td>
<td>200 Meter Dash</td>
<td>400 Meter Dash</td>
</tr>
<tr>
<td>800 Meter Run</td>
<td>1500 Meter Run</td>
<td>3000 Meter RW</td>
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<tr>
<td>3000 Meter Run (IG, IB,YW))</td>
<td>5000 Meter Run (YM)</td>
<td>Pole Vault</td>
</tr>
<tr>
<td>100/110 M. Hurdles (G-33”/B-36”)</td>
<td>400 M. Hurdles (G-30”/B-36”)</td>
<td>Shot Put (G-4K/B-12 lb)</td>
</tr>
<tr>
<td>Long Jump</td>
<td>High Jump</td>
<td>Discus (G-1k/B1.6K)</td>
</tr>
<tr>
<td>Triple Jump</td>
<td>Hammer (G-4kg/B-12 lbs)</td>
<td>Javelin (G-600g/B-800)</td>
</tr>
<tr>
<td>4 x 100 Meter Relay</td>
<td>4 x 400 Meter Relay</td>
<td>4 x 800 Meter Relay</td>
</tr>
</tbody>
</table>

2000 Meter Steeplechase (G-30”/B-36”)

Heptathlon (IG, YW):
First Day: 100 Meter Hurdles, High Jump, Shot Put, 200 Meter Dash
Second Day: Long Jump, Javelin, 800 Meter Run

Decathlon (IB/YM):
First Day: 100 Meter dash, Long Jump, Shot Put, High Jump, 400 Meter Run
Second Day: 110 Meter Hurdles, Discus Throw, Pole Vault, Javelin Throw, 1500 Meter Run.
(Not included in four events)

Host Association Responsibility:

A. Provide rooms for all Youth Chairs from the Region and the Regional Coordinator.
B. Provide per diem for Regional Coordinator at a rate of $35.00 per day for a maximum of 4 days with payment made prior to the completion of competition.
C. Provide lunch during meet for youth chairs, regional coordinators, and volunteers.
3.8 Regional Cross Country Program Guidelines

In compliance with Rule 305 (3)(d) a vote is required in each Region to determine if both an Association and Regional meet will be held to qualify athletes in the Junior Olympic program. When a regional meet is held, the region will qualify the top three (3) teams and the top 20 individuals from the region meet to the national meet in each age division.

The following tables provide instructions for personnel at the meet.

- Table 8, Sample Instruction Sheet for Cross Country Registration.
- Table 9, Sample Instruction Sheet for Clerking at a Cross Country Meet.

Cross Country Meet Requirements

The following outline (sample from Region 3) contains the suggested requirements for the regional cross country meet.

1. COURSE
   A. Course clearly marked appropriately 2K, 3K, 4K and 5K
   B. Common Finish Line
   C. Finish Chute
   D. Spectator area roped off for athlete safety

2. OFFICIALS
   A. Referee
   B. Course Monitors
   C. Finish Chute
   D. Timers with finish tape

3. OFFICE SUPPLIES
   A. Same as for Track and Field

4. AWARDS
   A. Order awards from national office with extras for sub-bantams
      1. Sub-Bantam, Bantam, Midget, Youth, Intermediate, Young- 10 Sets of 20 (sets include 1gold, 1 silver, and 18 bronze)
      2. Total Medal Count- 12 Sets of 20
   B. Order additional team medals for Region III Cross Country Championship with no date or year so they can be shared.
      1. Sub-Bantam thru Young Men and Women (8 per age group and gender)
         16 first, 16 second, 16 third (Total Count 48)
      2. Total Medal Count- 288

5. CLASSIFICATION OF TEAM SCORING
   A. Minimum 5, maximum of 8 (as per rule 305 (3)(C.)

6. ADVANCEMENT FROM ASSOCIATION TO REGIONALS
   A. Top 3 teams and top 25 individuals in each age group and gender.

7. ENTRY PROCEDURES FROM ASSOCIATION TO REGIONAL
   A. Email top 3 teams and top 25 individuals in each age group and gender (merge file) and complete meet backup by deadline.
   B. All entries must be sent in Hy-Tek meet manager format.
   C. Mail certified, cashier, or Association check (not club check), hard copy of results, and disks with complete meet results and advancer file.
D. Send all paperwork in a binder by teams in alphabetical order to youth chair by entry deadline as set forth at the annual meeting.

E. Each youth chair is responsible for the preparing, collecting, and processing their declarations and fees from the regional level to national.

8. PROCEDURES

A. All written publications regarding Association and/or Regional Championship Competition must be submitted to the Regional Coordinator for approval prior to disbursement.

9. HOST ASSOCIATION RESPONSIBILITY

A. Provide rooms for all Youth Chairs from the Region and the Regional Coordinator.

B. Provide per diem for Regional Coordinator at a rate of $35.00 per day for a maximum of 2 days with payment made prior to the completion of competition.

C. Provide lunch during meet for youth chairs, regional coordinators, and volunteers.
3.9 Expense Information Sheet

BUDGET

The budget allocation for one Regional Coordinator in one fiscal year is $1,100 dollars. The fiscal year begins January 1 and ends December 31.

EXPENSES COVERED IN BUDGET

The following items are reimbursable as Regional Coordinator expenses. Other expenses may apply if they are necessary to fulfill Regional Coordinator job duties.

• Airline travel
• Vehicle mileage ("current mileage rate" $.50/mile)
• Administrative expenses (regular postage, express delivery, printing, ink cartridges, paper)
• Meals while traveling to and from Championship meets. NOTE: Meals at Championship sites or per diem ("current per diem rate" per day on a per Region basis) are covered by the host.
• Housing (incidentals not included)
• Telephone calls related to job duties

* Note: Regional Coordinators who have money left in their budget may use these funds for expenses in order to attend the Youth Administrators Workshop.

The following items are examples of non-reimbursable expenses. Any expenses not related to Regional Coordinator job fulfillment is not reimbursable.

• Annual Meeting expenses (travel, housing, or meals)
• Travel to meets that are not Junior Olympic Association, Regional, or National Championships
• Expenses related to USA Youth Outdoor Championships (host responsibility to invite Regional Coordinator(s) and pay for travel, housing, and/or meals)

JUNIOR OLYMPIC TRACK AND FIELD REGIONAL CHAMPIONSHIPS

The host group for the Regional Championships will provide the following for Regional Coordinators:

• Hotel Room (up to four nights)
• $40 per diem (per Region not per person; up to four days)
• Beverages and snacks during competition

JUNIOR OLYMPIC CROSS COUNTRY REGIONAL CHAMPIONSHIPS

The host group for the Regional Championships will provide the following for Regional Coordinators:

• Hotel Room (up to four nights)
• $40.00 per diem (per Region, per person: up to two days)
• Beverages and snacks during competition

Travel Junior Olympic National Championships Meet

The host for the National Championships will provide the following for Regional Coordinators:

• Hotel Room
• Meals
• Ground transportation to and from the airport and hotel
• Ground transportation to and from the hotel and meet site

* Note: Regional Coordinators must have enough money left in budget to pay for travel in order to attend the National Junior Olympic Cross Country Championships.

REIMBURSEMENTS

To properly monitor expenses and prevent overspending, please submit your reimbursement forms (for any permissible items) within 30 days of event completion. Copies of all receipts, bills, and mileage must accompany
the reimbursement form. A check will be sent out within two weeks upon receipt of all required materials. Incomplete reimbursements or those not submitted within 30 days may take longer to fulfill.

Please submit reimbursement forms - within 30 days of the event’s completion - to National Youth Division Chair, Lionel Leach and Associate Director of Youth Programs, Tricia Floyd.

Tricia Floyd
USATF
132 E. Washington St., Ste 800
Indianapolis, Indiana 46204
tricia.floyd@usatf.org

Lionel Leach
202 Maple Ave.
Irvington, NJ 07111
lionel@youthusatf.org
3.9.1 Sample Regional Coordinator Expenses

**Junior Olympic Association Meets**
- Travel to Site location personal vehicle @ Cerritos College
  @ 32 Miles Round trip x 2 days = 64 miles @.50 = $32.00

**Junior Olympic Regional Meet**
- Travel to Site location person vehicle @ Oaks Christian High School
  @ 120 miles round trip x 2 including Site visit and preparation=240 miles @.50 = $120.00

**Junior Olympic Regional Meet/ Region 15/ Las Vegas California**
- Site Visit/ Youth Chair meeting & meet management preparation one month prior to meet/
  personal vehicle @ 284 miles/ round trip 568 miles @.50 = $284.00
- Junior Olympic Regional Meet/ Region 15 Las Vegas NV/
  Flight $236.80/ (Receipt 1) Rental Vehicle x 3 days = $89.25/ (Receipt 2)

**Misc**
- Paper/ Ink Cart $69.25 (Receipt 3/4/6)
- Verification Stamps $95.22 (3 verification stamps for Southern, Las Vegas/ San Diego - Receipt 6)
- Fax $5.00 (Receipt 7)

**Age Group National**
- None

**Junior Olympics Association Meet**
- Personal Vehicle to and from meet
  14 mile round trip x 7 days= 98 miles @.50 = $47.50
- Transport Junior Olympic forms (Late overnight to my home)
  @ 36 miles /72 miles round trip @ .50 = $36.00

**Total Reimbursement: $1015.02**

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1. The sample uses $.50 for a mileage rate, check for current mileage rate when submitting expense claims.
Section 4  Meet Management Team - Roles and Responsibilities
This section names the various meet management positions and defines the responsibilities of each role.

<table>
<thead>
<tr>
<th>Roles</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Games Committee</td>
<td>Responsible for pre-planning and management</td>
</tr>
<tr>
<td>Events Coordinator</td>
<td>Responsible for the implementation of the Games Committee Plan</td>
</tr>
<tr>
<td>Administrative Director</td>
<td>Responsible for making all decisions regarding the eligibility of all entrants to compete per rules and regulations of the Youth Committee's Level of Competition</td>
</tr>
<tr>
<td>Operations Director</td>
<td>Responsible for making all decisions as they apply to the Rules of Competition</td>
</tr>
</tbody>
</table>
| Official Coordinator       | Responsible for the recruitment and assignment of all meet day officials and support personnel.  
                              | Note - The Referee and three other members of the Jury of Appeals must not serve as Meet Day Officials operating under the authority of the Rules of Competition |
| Site Coordinator           | Responsible for set-up, clean up and all meet equipment and supplies. Assignment of two Assistants, one to work with the Administrative Director (administrative set-up and supplies) and the second to work with the Operations Director (competition equipment and support) |
| Technical Assistant        | Responsible for facilitating correspondence to sponsors, donors, volunteers, and disseminating information to news media. |
Table 1 Sample Letter of Introduction

Dear Association Youth Chair;

I have been appointed as the Regional Coordinator for Region #. I welcome this position and look forward to working closely with you in our efforts for a smooth transition. As you know with different people will come a different style of organization. I will thank you ahead of time for the time and effort that will be spent processing your regional advancement entries for the upcoming Regional X-Country Meet. I have attached a few forms I would like your entry processor to use when turning in your regional entries to me. Please have your entry processor return these forms to me with the entries for regional advancement. I have attached the following:

- Regional advancement entry “Top Sheet.”

I would like this form filled out and placed on top of all your divisional advancement entries. Please place each division in separate folders (or) if you use a notebook, separate the divisions with each “Top Sheet”

- X-Country entry advancement receipt of funds.

I would like this form filled out and placed on top of your entire advancement entries. Please have your entry processor get a signature from the youth chair on this form. I will also sign this form and give you a copy. This will serve as your receipt of funds when turning over your entry fees to the regional coordinator.

I have also attached one additional form for the “Host Association”, this year in “Association”.

- (Check list for the regional coordinator.)

This form includes what I will need from you prior to meet, upon completion of the meet as well as completion of travel.

Sincerely,
Table 2  Sample Declaration Instructions for Association Meet

Registration for the USATF Junior Olympic Regional Championships is now completed through online registration.

Information should be provided to the athletes, clubs and parents for accessing the online registration system. All pertinent information should be provided including entry fees and registration deadlines.
Registration for the USATF Junior Olympic National meet is now done through online registration. Information should be provided to the athletes, clubs and parents for accessing the online registration system. All pertinent information should be provided including qualifying standards for the combined events.
Table 4  Sample Instructions for Gate Personnel

In the fanny pack is your float money. We will be by through the day to collect from you so that you do not feel uncomfortable with a lot of money in this bag. If you need us for anything at all - use the walkie talkie and be sure to tell us your gate location - main gate, parking lot or clerking gate.

Provide the gate areas with listings (in a binder) of officials, volunteers and coaches that will be admitted for free - you must highlight their name and put your initial beside it. give them a wristband color that has been designated for volunteers, officials and coaches.

If a coach tries to give you a hard time that he is not on the list - remind them that they must have purchased a USATF membership and had coach as a designation to be on the list and this will also apply to regionals and nationals. The membership system is the data base which these names are pulled from.

Volunteers - if their names are not on the list - ask them to pay - give them a note to present to me signed by you that you charged them and how much - tell them to bring that to me and I will be sure to assign them a job and give them a refund. If they are on the list - highlight their name, give them a wristband and remind them to collect their volunteer shirt either after their duty or beforehand - they will be in the volunteer check-in area.

Please mark on the scratch pad how many you have charged. This helps with our headcount for next year. you can break this down by $5 fee and $3 fee that you have collected.

Scissors are provided to cut off the excess band if people wish to.

Thank you so much for helping out!!!
Table 5  Sample Instructions for Packet Pick-Up Personnel

Pull the packet for the team from the box, if unattached athlete pull the unattached envelope.

If the club/athlete owes money it will be marked. collect the money. Mark paid on the envelope and sheet, if requested write out a receipt. Put the money in the “pulled sheets from packet pick up” binder. staple money to this sheet please.

Ask the club how they are declaring and write on the declaration instructions sheets. example - are they automatically taking anyone in the top five that qualify and running a tab. Are they only taking the top three and anyone in 4th place on must come and declare and pay themselves. Are their parents/athletes to declare and pay for themselves. Are they not going to regionals at all. If they are taking anyone that qualifies do they know of any athletes who will not be going.

If you do not have to collect money or straighten out anything else get the person picking up the packet to sign on the sheet, cell phone number where they can be reached during the meet and mark where which hotel/motel they are staying at. This number is needed in case people are looking for their number and cannot find this person who is picking up the packet. the hotel/motel is required for this as well and so that we can follow up with this hotel after the meet. Place the signed sheet in the “pulled sheets from packet pick up” binder.

If unattached athlete ask them to initial beside their name on the sheet and put where they are staying on the next sheet. give the athlete 4 pins, an “instructions on declaring” sheet and a magnet.
Table 6  Sample Instructions for Awards Personnel

Medals are given for first, second and third place (gold, silver and bronze). First place winners also receive a crest.

Some teams will want you to collect all their awards. They present them at home to their athletes - we will let you know what teams and have provided envelopes for this purpose. Mark the team name and address on the envelope please. List a cell phone number and hotel where the team is staying. Try to give medals before they leave meet.

The athletes must show their bib number to receive the award.

The awards sheets will be brought to you as the meet progresses. Please 3 hole punch and put in the corresponding book and event.

Go to the event in the corresponding book (running or field events).

Highlight the athlete name and get them to initial beside their name that they have received the award.

For teams that you are putting awards in envelopes - highlight and put ENV beside name.

Put the event, (and athlete name for teams collecting awards), time or distance/height on a label and put on the award. For teams collecting the awards also put the name, event

For relays - all 4 athletes will receive award (and crest for 1st place). None are given to alternates.

This is the first year for the new logo so there are no extra medals if we goof up here. Please be sure to mark accordingly and hand out accordingly as we have no back up medals for mistakes.
Welcome to all unattached athletes. We are glad that you joined up this weekend. Reminder - be sure to check in well in advance. Be aware of what events are going off - we do not make announcements to page you to clerking - you are responsible to be there a minimum of a half hour before your event - I would recommend an hour. We are known to run ahead of schedule - especially in the field events. Do not lose your bib number. You can get another one but it will cost you $5.00 (can be purchased at packet up/declarations area). Do not lose your wrist band - wear it in the shower - it is your free admittance to the meet and must be shown at the gate.

Field Events - you must report to the official at the event and check in an hour in advance. If you have a running event you must let them know this and they will allow you the proper time to get back to your field event. Remember - you must check in at field event first and inform the official if you are in a running event. They will inform you - and ask them - what the rules are about leaving the field event. They are different depending upon what stage you are at in the field event.

Declaring - The top 5 automatically qualify for Regionals. Once the results are posted on the results board you have one hour to declare your intention of going to Regionals. Note that if there is a protest (we rarely have many at our state meet - Regionals can be a different story) than the results are put on hold and you will have to hang around and wait for the reposting. Come to the Declarations Area - same area as Packet Pick Up - and let us know you want to declare - tell us you are unattached - we will record your place and time on the same entry form you entered the meet in and pass this on to Regionals. It will cost you $6 per event for each entry to Regionals. Try to have exact change please.

If you are NOT going to Regionals - please let us know. What happens is we can then bump 6 to 8th place up and take 5 athletes. We start by asking 6th place if they want to go, and so on. This is why it is crucial that you come and declare in the hour after the posting - if you do not - we presume you are not wanting to go to Regionals. I always panic that athletes have forgotten and will usually page you to come to Declarations and ask you if you want to go - make our lives easier here and tell us if you do not want to go - believe me 6 - 8th place will jump at the change to go.

Warning - at Regionals - they will not announce your name and ask you to come up and see if you did want to go to Nationals. Regionals - USATF "Association" pays the entry fee for every athlete who wishes to go to Nationals - but you must let me know if you intend to go. I will be working at Declarations at Regionals, just let me know and if you qualify I will automatically declare you and pay the entry fee.

Next year our association will be hosting not only our JO Association (state) meet but also Regionals. At Regionals the top 5 athletes of every event from the other associations in Region 3 compete against each other for entrance to the Nationals. The other associations in our Region are Georgia, Potomac Valley, Virginia, North Carolina. We have one of the top 3 Regions in the Nation - you will most likely see an athlete from our Region on the podium (top 8) at Nationals in every event!

Awards - If you are in the top 3 - remember to go to the Awards area and pick up your medal. At Regionals there are also ribbons to 6th place.
### Table 8  Sample Instruction Sheet for Cross Country Registration

**MEMBERSHIPS**
Selling a membership - give them form from box to fill in  
Verify DOB - mark on membership form that you have done this please  
Collect $20 - youth, $30 - adult - please mark paid on membership form  
Write out receipt for athlete  
Put the dollars collected and the form in the membership cash box please  
We will purchase membership online when we get home after meet - will send copy of internet receipt and membership number to athlete then

**DAY OF ENTRY**
Fill out entry form  
Verify DOB and mark that you have done so please on entry form and on Membership Info To Be Updated After Meet sheet - in cash box  
Collect entry funds and place in envelope marked DAY OF ENTRIES in cash box - enter athlete name and money ($) collected on envelope.  
Mark on entry sheet that paid money ($) and amount.  
Write out receipt.  
Get number - STAY IN NUMBER ORDER - write athlete name, sex, division on tear off portion of number. If B,M,I or YM/YW mark in large marker the division on tear off tag. Mark number given on entry form.  
Add athlete to finish line sheets and clerk sheets. If these have gone already you need to put the information (athlete, sex, division and number) on piece of paper and run to finish line and clerk area.  
Take entry form to timer area - they need to add athlete into hytek. When they have done this return blue form to proper folder in box in sex/alpha order

**PACKET PICK UP**
I have marked in anyone owes ($) or DOB verification.  
DOB verify issues are in problem folder with their number. Remember if you verify a DOB you need to note this on Membership TO Update When Get Home sheet that is in cash box.  
Once have paid or verified DOB you can issue number to athlete.  
Get person picking up packet to sign for it - for unattached athletes get them to initial beside their name on sheet on front of envelope.  
Put signed packet pick up sheets on clipboard.  
If collected money mark paid on the packet pick up sheet and put money and sheet in cash box in properly marked envelope.
Youth Athletics Division Training and Development Manual - Job Description

Table 9  Sample Instruction Sheet for Clerking at a Cross Country Meet

You will clerk on the line. You can either line up and call names or get athletes to check with you as they enter the area.

The time the race is to go off is marked on the clerk sheets.

Races should be contested by age group and gender unless otherwise agreed communicated to participants:

- Sub-bantam
- Bantam
- Midget
- Youth
- Intermediate
- Young Women/Men

When you clerk them please pick one age group of the 2 groups and give each athlete 2 hip numbers. Ask them to place them on their front and back of shirts. This way the athletes and spectators will know which group the athletes are in.

You need to do a final count and confirm that it balances with the total number of athletes that you have check in on the clerk sheet. If not - make sure all on the line - call the names out and find out where the error is (athlete not here and mistakenly checked in or athlete on line that did not check in).

Total the number of athletes at bottom of sheet. (confirm you have that many on the line)

Communicate to the marshals by use of walkie talkie a total number of athletes going out onto the course.

Run the clerk sheet over to the finish line area.
Youth Athletics Division
Training and Development Manual

Youth Club Development

Section 1
Introduction
The initial release of this section provides information and materials targeted to assist the Association Youth Chair / Association Membership Chair in their work with new clubs.

Section 2
Create a Packet for Starting a New Club
Each year every association is contacted by individuals/groups who are interested starting a new “Youth Club”. This section provides information and materials that you can use. Section 2.1, “Process for Starting a Club” gives step by step instructions for starting a club.

All clubs must register with USA Track & Field whether, an adult, elite, or youth club; in order for its athletes to run relays or compete on a cross country team.

- First, there are two different sample cover letters. Table 1, Sample New Club Letter, is an example of a cover letter for an Association packet on “How to Start A Club.”
- Attachment 1, A Sport for Everyone -- For Life, this attachment gives information about USATF and USATF/Georgia.
- Registration Forms
- Attachment 2, Sample - Georgia USA Track & Field Youth Committee Code of Ethics, This form is the pledge by the coach(s) to abide by the USATF Code of Ethics.
- Attachment 3, Sample Medical Form, this form is used by the club when traveling to meets to act on behalf of a parent who will not be with their child.

Next, is the Organization/Club Application to submit to your local association. Fees for club organization membership varies from one association to another and requirements to register varies; therefore, check the website: http://www.usatf.org/clubs/search/ for your association club information.

2.1 Process for Starting a Club
The following step-by-step instructions will assist the new club in startup process.

1. Organization Application and By-Laws
   The first step is to organize your club and develop its purposes and a set of by-laws with which to operate. You will need By-Laws for incorporation. Establish “Your Team Name.” Get your name approved by your association. No two teams within an association can have the same or similar names that cause confusion with the other. Your must fill out the Organizational/Club Membership Application. Your club will be assigned a club number. Once assigned a club number, it will be yours permanently. You must be a club member to enter relay teams in Track and Field, and to enter a team in Cross Country in a USATF sanctioned meet.

2. Practice Application and Practice Schedule
   The second step is to complete the Practice Application and Practice Schedule in order to insure your practices and to provide liability insurance for the facility where you practice. If your practice facility needs to be named as “Third Party,” you must fill out the section for Third party and pay an additional $15.00 for each Third Party Insurance. Please complete all of the forms thoroughly and send to your Association Club Membership Chair.
3. Background Screening
   Any coach or volunteer that supervises youth must have a Background Screening. Please fill out the Coach/ Volunteer Application and submit with club application. Check with your association about their process for Background Screening.

   If you are submitting the application to your local Screening Agent, you must include Photo Government ID or Driver's license and Social Security Number. All Associations are using T.C. Logiq, Inc. as a screening agent. This is an on-line service which takes only 5 minutes and costs $8.00 per person. Please go to www.usatf.org and click on “Background Screening.” Follow the directions for Background Screening. It should only take 5 minutes.

4. Athlete Registration / Parental Consent
   After completing the first three steps, signing up your athletes is the next step. It is good to develop a club registration form that each parent should complete that provides name and address, etc. plus medical and emergency information. A parental consent and release form should be included which gives the parent’s consent for the child’s participation. Some clubs obtain permission from the parent for the club to sign meet entry waivers and releases to save time and to avoid incomplete applications. Each individual in your club must have a current athlete USATF membership number which costs $20 per youth athlete. You must have proof of birth (Copy of Birth Certificate, Drivers License, Passport or Government ID) to purchase membership numbers. Membership numbers are only valid for one calendar year. In a medium to large club, it is generally a good idea for the club to apply for and renew individual memberships, but never put the club address on individual membership numbers.

   Always put the athlete’s home address, email address, and phone number on the membership application, in order to receive mailings/e-mails about programs such as Travel Grants, Nike shoe/spike offers, and other new member benefits and initiatives. To obtain a USATF Membership number, you can register on-line at www.usatf.org/membership or you can mail the application to the Membership Chair of the Association.

5. Athlete’s Proof of Birth
   You should get a clear copy of each child’s birth certificate or proof of birth and make copies for the whole season. You should also keep a permanent file with athletes’ proof of birth, so that once they join your team you do not have to collect these each year. DOB verification will not need to be conducted each year, if, memberships are “renewed” versus purchased “new” for the following year.

   It is a good idea to make a travel folder that contains medical releases, individual USATF membership numbers, and birth certificate copies. This can be a life saver at meet registration where something always comes up missing. In addition, if you are traveling without the parent, you must have a release from the parent to obtain emergency medical treatment at most hospitals.

6. Practice and Meet Schedules & Projected Costs
   Now that the paper work is out of the way, you should plan your track & field and, or cross country calendar; your practice schedule; and projected club cost. This information should be disseminated to your parents so that plans can be made for a successful season.

7. Coach’s Certification
   Most Associations of USA Track & Field recommend that each Youth Club have at least one USATF Certified Coach. A Level 1 Coaches Education School is held at the National Junior Olympics each year. Check the Association Calendar for the next Coaches Education School in your Association. Each registered club will receive one rule book at no cost from the National Headquarters, so that you can learn all the Rules and Regulation of USA Track and Field. You can also purchase additional USATF Competition Rule Books. Many Associations will host several official’s clinics throughout the year. Please check the web site for these opportunities.
8. Sponsorships / Non-Profit Organization

The cost of participating in summer track & field and cross country has climbed each year; therefore, unless you are well financed you might want to raise money from local merchants, or giant corporations. Donations and Sponsorship can be received by your club, but if your club is not registered as a non-profit organization, you cannot offer contributors a tax deduction unless you have received non-profit status from the IRS. (501 3c)

The application process for the various non-profit classifications can be complicated, so you may want to check with your attorney when completing the forms from the IRS. The IRS does offer free assistance to applicants if an attorney is too expensive.

9. Club Materials from USATF Membership

Upon becoming a USATF Member Club, you receive a Rule Book, Youth Guide, and Certificate of Membership good for one calendar year and one vote at your association annual convention/meeting. Your participation in the local youth committee is strongly recommended. Each club gets one vote on the Youth Committee which governs youth activities in the state (association). The Youth Committee holds as prescribed in their Association’s Operating Procedures.

Although your club only gets one vote at convention, as many members and friends as you want may attend and participate in the discussions, debates, and recommendations.

10. For additional support in starting your club, please contact your:

Association Youth Chair, who can answer most questions or provide information and materials or USA Track & Field Association. Also, information is available on the Website www.usatf.org/association/.

Section 3 Create a Packet for Renewing a Club Membership

Each year every association provides the member clubs with a membership renewal packet. Table 2, “Sample Renewal Club Letter,” on page 15 provides information and materials that you can use.

Section 4 Athlete Program - Win With Integrity

USATF’s “Win With Integrity” reaches kids from coast to coast.

To celebrate the Olympic year, USA Track & Field has rebranded and revamped this cornerstone community outreach program. Now called “Win With Integrity,” the program continues to grow.

Since the inception of the program in October 2004, nearly 75 athletes have spoken to more than 30,000 young people from coast to coast, and many more students have been reached through athletes visiting schools in their hometown communities. In addition, USATF last year partnered with the American College of Sports Medicine in a special program where Olympian Walter Davis presented the Southern Association and two local New Orleans track teams with Gill equipment, Nike uniforms and spikes to assist in the recovery of items lost during the aftermath of hurricanes Rita and Katrina.

“My motto is hard work knows no limit,” says World Champion and 2006 Visa Humanitarian Athlete of the Year Lauryn Williams. “I always tell kids that no matter what your circumstances don't use that as an excuse. Work hard.”

Background

Win With Integrity is aimed at educating youth, parents, educators, and coaches about the positive results that come from leading a physically active, drug-free and healthy lifestyle. A program in which the heroes of track and field work directly with young people around the nation, it has grown from a start-up program to one of USA Track & Field's most successful initiatives.

At each Win With Integrity visit, athletes speak to children about living with integrity, staying away from drugs of all kinds, being healthy and staying fit. Children interact with the athletes, asking them questions relevant to their own lives.

Program Content

The Win With Integrity program includes the introduction of the participating athletes by a USATF emcee, who also provides background on the goals and themes of USA Track & Field and of Win With Integrity, stressing the importance of active, drug-free lifestyles and good decision-making. The USATF Year-in-Review Video is then played, providing visual motivation for the students and displaying the excitement of our sport and athletes.
Youth Athletics Division Training and Development Manual - Youth Club Development

Following the video, athletes engage in an interactive question-and-answer session with students, focusing on the key themes of good sportsmanship, the importance of leading a healthy lifestyle, and the need to avoid drugs. The program concludes with the recitation of the Win With Integrity program pledge (see below) and an athlete autograph session.

When available, the program is held inside an auditorium, where a Win With Integrity program banner is displayed across the stage. As students file into the auditorium, they are handed a Win With Integrity pledge card. At the end of the program, participants recite a pledge indicating their commitment to be active and drug-free. USATF staff script the program and suggest athlete talking points based on feedback from local educators and the Win With Integrity pledge. (See Form 10, Win With Integrity Pledge.)

For more information on USATF's Win With Integrity program, visit www.usatf.org

Section 5 Background Check Program

Program Overview

Sports are supposed to be fun. One way to ensure our sport remains a fun and safe environment for everyone is to perform criminal background screening on coaches and volunteers who have direct contact with youth athletes.

As such, USATF is following the lead of other youth-based organizations in implementing a criminal background screening program on youth coaches and volunteers. USATF's 57 local Associations have the option of implementing the program in 2006. In 2007, all Associations will be required to implement the program.

Background Checks have been implemented by USATF to:

1. Promote a safe, nurturing, and supportive athletic environment in which youth athletes can pursue their athletic goals
2. Maintain the sport of track & field as a hostile environment for those who would seek to harm youth athletes.

Offenses Screened For

The following offenses are being screened for when a background check is performed on an applicant:

1. any crimes against children
2. any sexual offenses
3. drug convictions (within 5 years)
4. weapons violations
5. assaults, battery or any other crime of violence
6. lewd conduct

Frequently Asked Questions (FAQ)

1. Why is USATF implementing a background screening program?
2. What do we, as a club, have to do to comply with this program?
3. What type of offenses are being screened for?
4. What if a criminal background search reveals a drug conviction that is 16 years old?
5. Who will be conducting the background searches?
6. The Coach/Volunteer application requires the applicant's social security number. Why?
7. What steps will be taken to protect the applicant's personal information, including the social security number?
8. Where will USATF obtain information to make a decision on whether to approve or deny a coach/volunteer applicant?
9. What if an individual has previously had a background check performed?
10. How do we know if our coaches/volunteers applications have been approved?
11. What if a search reveals a criminal record?
12 Who will be notified if an application is denied?
13 What if we do not submit a Coach/Volunteer application for one of our coaches or volunteers?
14 Some of our volunteer coaches are under the age of 18, do they have to be screened?
FAQ-1 Why is USATF implementing a background screening program?

Background Checks have been implemented by USATF to:

1. Promote a safe, nurturing, and supportive athletic environment in which youth athletes can pursue their athletic goals; and
2. Maintain the sport of track and field as a hostile environment for those who would seek to harm youth athletes.

FAQ-2 What do we, as a club, have to do to comply with this program?

Your club is required to have any coach or volunteer who has access to or contact with youth athletes (under the age of 18) during scheduled club practices or activities to submit a USATF Coach/Volunteer Application. This includes individuals who regularly attend club practices or assist with club activities, especially driving, escorting, or supervising the club’s youth athletes. Your USATF Association then will conduct a background check on each of these individuals.

FAQ-3 What type of offenses are being screened for?

The following offenses are being screened for:

1. any crimes against children
2. any sexual offenses
3. drug convictions (within 5 years)
4. weapons violations
5. assaults, battery or any other crime of violence
6. lewd conduct

FAQ-4 What if a criminal background search reveals a drug conviction that is 16 years old?

Assuming that the screening does not indicate any other offences, the applicant will be approved as a youth coach or volunteer, because the listed offence is over 5 years old.

FAQ-5 Who will be conducting the background searches?

Each Association will appoint one individual (the "screening agent") to be responsible for conducting the background checks. The screening agent will be selected by the Association's board of directors. Every effort will be made with a legal background, or at least be acknowledged as trustful and thoughtful. Prior to being approved, the screening agent will be subject to a background check which will be conducted by the USATF national office. The screening agent will be required to sign a confidentiality/non-disclosure agreement which will be on file in the USATF national office to appoint individuals who have professional background in this area, such as law enforcement officers or individuals.

FAQ-6 The Coach/Volunteer application requires the applicant's social security number. Why?

The social security number will assist the screening agent to conduct the most thorough and accurate search on the applicant.

FAQ-7 What steps will be taken to protect the applicant's personal information, including the social security number.

The screening agent in each Association will be the only individual to have access to the Coach/Volunteer applications that include the personal information. Pursuant to the confidentiality agreement that each screening agent must sign they are not permitted to disclose personal identifying information to any other person. The Coach/Volunteer applications will be kept by the Association screening agent under lock and key.
FAQ-8  Where will USATF obtain information to make a decision on whether to approve or deny a coach/volunteer applicant?

The Screening Agents in each Association will utilize all available public records to ensure a “due diligence” search has been performed on each applicant. They will use county and state criminal and sex offender databases that are available. Additionally, a third party “national” database, such as ChoicePoint's VolunteerSelectPlus, will be utilized to perform “single-searches” of available state and county criminal databases and state sex offender registry databases. Currently the VolunteerSelectPlus provides access to over 176 million criminal records. Use of this system will provide the Association screening agent with a “single-search” access to 41 states (plus the District of Columbia), including Sex Offender Registries from 30 states (and the District of Columbia). This means that if an individual was convicted of a crime in a state other than where he/she currently resides, his or her criminal history from the previous state(s) could be accessed and used to make a determination on an applicant.

FAQ-9  What if an individual has previously had a background check performed?

The coach/volunteer will still be required to have a background check performed by USATF.

FAQ-10  How do we know if our coaches/volunteers applications have been approved?

Coaches and volunteers who have successfully completed the USATF coach/volunteer application process (including the background screening) will have their names posted on the USATF web site as being in “good standing.”

A club coach or volunteer’s name will not appear on the USATF web site if: 1) she or he is not a current USATF member; 2) he or she fails to submit the Coach/Volunteer Application form (including signing the “Background Screening Acknowledgement”); or 3) his or her club coach/volunteer application is denied due to information revealed during the background screening process, or for any other reason.

FAQ-11  What if a search reveals a criminal record?

If a search on an applicant reveals a criminal record for one of the six screened offenses, she or he will be provided an opportunity to clarify or explain the contents of the report. If the applicant does not respond to the request for clarification/explanation, then a National Screening Panel (NSP) will decide to approve or deny the application based on the available information. If the applicant does respond, then the NSP will review the available information, including the applicant’s submitted clarification/explanation, and will make a decision on the application.

FAQ-12  Who will be notified if an application is denied?

If the National Screening Panel determines that the application should be denied, USATF will notify the following individuals by mail:

- applicant (coach/volunteer)
- President and Secretary of the club
- USATF President
- USATF CEO
- Association President
- Association Screening Agent
- USATF General Counsel
- All identifiable parents of athletes that are registered with the applicable club

The notification will not indicate the offenses or content of the background check report. It will only indicate that the application has been denied and that the coach is not eligible to be involved in club practices or activities.
FAQ-13  What if we do not submit a Coach/Volunteer application for one of our coaches or volunteers?

Parents are likely to choose to place their children with other youth track club programs that evidence a commitment to safeguarding their youth members by conducting criminal background screening on all persons affiliated with the club. Additionally, if a lawsuit is filed against your club because of an act performed by a volunteer who is not in "good standing," your club will not be protected by USATF's general liability insurance policy. As a consequence, the club will have to hire an attorney and defend against the charges in court. In addition to the substantial legal fees paid to attorneys, if the club loses the lawsuit it is likely to have to pay monetary damages as well.

FAQ-14  Some of our volunteer coaches are under the age of 18, do they have to be screened?

USATF has determined that age 16 is the minimum age required for background checks for volunteers or hired workers who provide regular service to the club and/or have repetitive access to or contact with youth members. USATF has come to this determination based on the following:

- Many states consider age 16 to be the age of consent.
- States generally view the age of consent as the age at which a minor can be held responsible for their actions in relation to sexual relations.
- Some states also hold minors at age 16 accountable for certain sexual crimes such as statutory rape.
- Minors 16 year of age and older can be treated as adults in criminal proceedings.
- Minors 16 years of age and older when charged with serious crimes are often tried as adults.
Table 1  Sample New Club Letter
(Provided by Region 3.)

Dear Prospective Youth Club Organizer:

So you are interested in starting youth club in track & field, cross country or racewalking and don’t know where to get started. First, let me tell you about USA Track & Field and its Youth Athletics Program.

What is USATF? USA Track & Field is the National Governing Body (NGB) for the Sport of Track & Field, Long Distance Running, and Race Walking in the United States. Enclosed is a copy of USA Track & Field- A Sport for Everyone-For Life.

The Youth Athletics Committee is a Standing Sports Committee which governs all athletics for youth ages 0 to 18 through the last day of the National Junior Olympic Championship. The Youth Athletic program is devised to permit an unlimited number of competitions in Track & Field, Cross Country, Race Walking, and Long Distance for youth to stimulate and broaden their interest in sports. The youth program starts with “grass roots” series of local meets which lead to a highly competitive national competition in all disciplines.

USATF Youth Athletics consist of two programs: Junior Olympics and Youth Outdoor Nationals. USATF Junior Olympics, more commonly known as “Age Group Track” is the grassroots program and is the first introduction to track & field for many athletes. These athletes gain experience by competing in preliminary meets within their association. Athletes compete by age and gender groups in the following categories:
- 8 and under- Sub-Bantam
- 10 and under - Bantam
- 11-12 - Midget
- 13-14 Youth
- 15-16 Intermediate
- 17-18 Young Men or Women

USATF Junior Olympics Program uses a promotional system to qualify for its National Championships. First, athletes compete on the association level. Georgia Association is made up of the state boundary lines. Next, these athletes advance to Region. Georgia Association is in Region III which includes Georgia, South Carolina, North Carolina, Virginia, and Potomac Valley (Northern Virginia, Washington, D.C. & Maryland) Associations. Finally, these athletes advance to the National Championship.

From the Area Preliminary Meets, the top 8 athletes in each age/gender group advance to the Georgia Association Track & Field Junior Olympics. From the Association Championship, the top 5 athletes in each age/gender group advance to the Region III meet, and top 3 in each age/gender group advance from Regions to the National Junior Olympics Championships. Sub-Bantams only advance as far as Regionals.

USATF Youth Outdoor National Program uses qualifying guidelines to accept entries to the Youth Outdoor National Championship. This meet is design for team competition and uses team scoring. The qualifying guidelines are established by the Youth Committee each year at USATF National Convention.

Cross Country also uses a promotional process to get to the Cross Country National Junior Olympics. The top 3 teams and top 25 individual athletes advance to Regionals. The top 3 teams and the top 20 individual athletes advance from Regionals to the National Championship.

The first attachment contains step-by-step instructions that will guide you through the process of starting your club.

The following step-by-step instructions will assist the new club in startup process.

1. The first step is to organize your club and develop its purposes and a set of by-laws with which to operate. You will need By-Laws for incorporation. Establish “Your Team Name.” Get your name approved by your association. No two teams within an Association can have the same or similar names that cause confusion with the other. Your must fill out the Organizational/ Club Membership
Application. Your club will be assigned a club number. Once assigned a club number, it will be yours permanently. You must be a club member to enter relay teams in Track & Field, and to enter a team in Cross Country in a USATF sanctioned meet.

2. The second step, you must complete the Practice Application and Practice Schedule in order to insure your practices and to provide liability insurance for the facility where you practice. If your practice facility needs to be named as “Third Party,” you must fill out the section for Third party and pay an additional $15.00 for each Third Party Insurance. Please complete all of the forms thoroughly and send to: Inez Finch, 3440 Winter Wood Court; Marietta Georgia 30062.

3. Any coach or volunteer that supervise youth must have a background check. Please fill out the Coach/ Volunteer Application and submit with club application. Because we are using T.C. Logiq, Inc. as our screening agent, it is not necessary to include Driver’s license or Social Security number on this form, but sign permission for Background Screening. Background Screening will cost $8.00 per application, but Georgia Association will pay for the first 5 applications from each club for free. Please go to www.usatfga.org, then click on “Youth,” then click on “Background Screening.” Follow the directions for Background Screening. It should only take 5 minutes.

4. After completing the first three steps, signing up your athletes is the next step. It is good to develop a club registration form that each parent should complete that provides name and address, etc. plus medical and emergency information. A parental consent and release form should be included which gives the parent’s consent for the child’s participation. Some clubs obtain permission from the parent for the club to sign meet entry waivers and releases to save time and to avoid incomplete applications. Each individual in your club must have a current athlete USATF membership number which cost $20 per youth athlete. You must have proof of birth (Copy of Birth Certificate, Drivers License, Passport or Government ID) to purchase membership numbers. Membership numbers are only valid for one calendar year. In a medium to large club, it is generally a good idea for the club to apply for and renew individual memberships, but never put the club address on individual membership numbers. Always put the athletes home address, email address, and phone number on the membership application, in order to receive mailings/e-mails about programs such as Travel Grants, Nike shoe/spike offers, and other new member benefits and initiatives. To obtain a USATF Membership number, you can register on-line at www.usatfgeorgia.org/ membership or you can mail the application to our Membership Chair to Linda Bommicino, c/o USATF Georgia Association, 114 Hubbard Road, Woodstock, GA 30188 or call 770-591-8806 for additional information.

5. You should get a clear copy of each child’s birth certificate or proof of birth and make copies for the whole season. You should also keep a permanent file with athlete’s proof of birth, so that once they join your team you do not have to collect this each year. It is a good idea to make a travel folder that contains medical releases, individual USATF membership numbers, and birth certificates copies. This can be a life saver at meet registration where something always comes up missing. In addition, if you are traveling without the parent, you must have a release from the parent to obtain emergency medical treatment at most hospitals.

6. Now that the paper work is out of the way, you should plan your track & field and, or cross country calendar; your practice schedule; and projected club cost. This information should be disseminated to your parents so that plans can be made for a successful season.

7. Most Associations of USA Track & Field recommend that each Youth Club have at least one USATF Certified Coach. A Level I Coaches Education School is held at the National Junior Olympics each year. Check the Association Calendar for the next Coaches Education School in our Association. Each registered club will receive 1 rule book at no cost from the National Headquarters, so that you can
learn all the Rules and Regulation of USA Track & Field. You can also purchase additional USATF Competition Rules Book. The Georgia Association will host several official clinics throughout the year. Please check the web site for these opportunities.

8. The cost of participating in summer track & field and cross country has climbed each year; therefore, unless you are well financed you might want to raise money from local merchants, or giant corporations. Donations and Sponsorship can be received by your club, but if your club is not registered as a non-profit organization, you cannot offer contributors a tax deduction unless you have received non-profit status from the IRS.

The application process for the various non-profit classifications can be complicated, so you may want to check with your attorney when completing the forms from the IRS. The IRS does offer free assistance to applicants if an attorney is too expensive.

9. Once becoming a member club in Georgia USATF, you receive a Rule Book, Directory, Certificate of Membership good for one calendar year and one vote at your association convention held the third Saturday in August each year. Your participation at our local convention is strongly urged. This is where we put our program together. Each club gets one vote on the Youth Committee which governs youth activities in the state (association). The Youth Committee meets at the Association Convention in August, and once in the fall or winter.

Although your club only gets one vote at convention, as many members and friends as you want may attend and participate in the discussions, debates, and recommendations.

If you have questions as you work through the process, you may contact:

Association Youth Chair, who can answer most questions or provide information and materials with just one call.

or

USA Track & Field Georgia Association at ## or Check the Website www.usatfga.org

Thank you for your interest in forming a USA Track & Field Youth Club. I think that you will see that participation in Junior Olympics and other USATF sanctioned meets is both exciting and challenging. Not only will you be competing under the auspices of the National Governing Body for track & field, long distance running, and racewalking, but you will be competing in the nation’s developmental program for our elite athletes and national teams. As I list steps to organizing a youth club, I will touch on information that might answer questions usually asked about our Youth Program.

Good luck! We look forward to the additional competition.

Yours in Track and Field,
What Is USA Track & Field?

Formerly The Athletic Congress or TAC, USA Track & Field is the national governing body for track & field, cross country, road racing, and racewalking. USA Track & Field (then TAC) replaced the AAU in 1979 after the U.S. Congress passed the Amateur Sports Act of 1978. The AAU had governed all Olympic sports since 1896 and the Amateur Sports Act created many individual governing bodies for each sport. USA Track & Field is the United States’ member of the International Amateur Athletic Federation (IAAF), the world governing body, and a member of the U.S. Olympic Committee.

Through its nationwide membership of some 2,500 clubs, schools, colleges and universities, and other organizations interested in track & field, long distance running, and racewalking, USA Track & Field promotes programs of training and competition for men and women and boys and girls of all ages, protects the interests and eligibility of its some 100,000 member-athletes, and establishes and maintains the sports’ rules of competition. In addition, USA Track & Field’s National Championships each year serve as the means of selecting the teams representing the United States in international competition.

USA Track & Field is comprised of 57 member Associations, each representing a geographic area as defined in the organization bylaws. Each Association establishes its own bylaws and elects its own officers. Association responsibilities include athlete membership, enrollment of organization members (clubs), the sanctioning of events, and conducting programs at the local level. Our programs, including Junior Olympics, Youth Athletics, and Junior programs for younger athletes, are established and conducted by Standing Sport Committees at both the national and Association levels— all of which have at least 20% athlete representation.

The Mission of USA Track & Field is to foster sustained competitive excellence, interest, and participation in the sports of track & field, long distance running, and racewalking.

USA Track & Field is "run" by people like you-- those involved and interested in track & field, long distance running, and racewalking. USA Track & Field is a grass roots, non profit organization with one of the smallest paid staff of any organization of comparable size. Most of the work is done by volunteers. At both the National and Association level athletes, club members, officials, coaches, event organizers, and others involved in the sport work together to govern the organization and conduct its programs.

For more Information go to: www.usatf.org

USA Track & Field Georgia Association:

USA Track & Field Georgia Association is one of 57 autonomous associations throughout the U.S. and is responsible for carrying out the duties of the national governing body at the local level. The state boundary lines form the Georgia Association. Our mission focuses on the development of the sport at all levels of ability for all age groups. Throughout the year we host competitive events and championships, official's clinics, coaching clinics and certification schools, camps, seminars, and other activities.

One of the Georgia Association’s most important functions is its Youth Athletics Program. Over 60 USATF registered youth clubs and 2,500 athletes ages 5 to 18 participate each year in our Junior Olympic Program. In both track & field and cross country, Georgia’s youth have the opportunity to compete in a series of events leading to our Association Championships, at which they may qualify to advance to the USATF Regional and National Championships. This program has produced some of the finest talent in the nation including many National Champions, and Olympians such as Gwen Torrence, Terrance Trammell, Angelo Taylor, Adam Nelson, DeDe Trotter, Milton Campbell, and Dwight Phillips.

The Georgia Association Men's and Women's Long Distance Running Committee hosts Open Association Championships in conjunction with major road races around the state. Currently championships in the 5K, 10K, half marathon, and cross country are being conducted. Men's and Women's Track and Field Committee hosts an annual Track and Field Championship. Master's Committee also host both a track and field and distance run Championships. Our goal is for each Standing Sport Committee to hold an Association Championship.

Why Join?

Although there are many benefits to becoming a USATF member, the most important reason for joining is that your membership fee makes possible the programs and activities discussed above. Each membership enables us to improve and expand our services and programs and allows us to achieve goals in developing the sport. Only current athlete members of USA Track and Field are eligible for selection to our National teams or compete in our national meets. In addition, all registered athletes are provided with group accident insurance which covers them at all sanctioned meets and practices. USA Track and Field has recently broaden the appeal of its membership package by offering discounts for running apparel, athletic shoes, car rentals, hotels and a host of other products and services. Whether you are a masters marathon runner, a post collegiate track and field athlete, an ultra runner, a beginning racewalker, youth cross country runner, official, coach, parent, or etc., USA Track and Field Membership is for you! We invite you to join today. Youth membership is $20. Adults (19 and older) membership is $30. Contact- Linda Bommicino, Membership Chair at 770-591-8806.
I hereby pledge on behalf of this organization that myself and the entire coaching staff and all the administrators of this club will abide by these following Codes of Ethics as members of the Georgia USA Track and Field Youth Program.

1. I will place the emotional and physical well-being of my athletes ahead of any personal desire to win.

2. I will remember to treat each athlete as an individual, remembering the large spread of emotional and physical development for the same age group, as well as be honest, fair, and respectful of others.

3. I will do my very best to provide a safe training situation for my athletes.

4. I will not consume and/or appear under the influence of alcohol, drugs, tobacco or any foreign substance that might impair my abilities to function properly.

5. I agree that any member of this organization that is charged with a criminal offense against a youth will be suspended from all activities involving all youth until the matter is fully resolved and cleared of all charges by the authorities.

6. Procedures for Athlete Transfer and Recruitment:
   a. If a parent or athlete decides to move from one club to another on his own accord, prior to the beginning of a season, such transfer will be allowed without reservation. Such transfer must be at the volition of the parent and/or athlete. No coach, assistant or officer of a registered club is permitted to make any ovations, invitations, solicitation or any actions to induce a member away from one club to another. Be aware that any athlete that participating for a club in a USATF sanctioned event must wait ninety days before they are eligible to compete for another club in a USATF event. An athlete may compete at any time in “un-attached” status.
   b. An athlete is considered registered with a club once he competes in any sanctioned meet as a member of such club. Club affiliation for any term is designated by possession of a USATF Membership card, team registration, or wearing that teams uniform.
   c. If such affiliation is terminated at any time during the season, further participation by such athlete will be allowed only as an independent (unattached athlete). USA T&F regulation 7, paragraph C2 allows for changing team affiliation 90 days after the last USA T&F sanctioned meet.
   d. It is common courtesy of the coaches and members of the Georgia Association to contact a member organization, either by phone or in person, when a change of affiliation is considered.
   e. New clubs may openly solicit for membership throughout the Association (e.g., newspaper, radio, public announcements). However, knowingly making any selective or direct communication to any members of an affiliate organization is strictly prohibited.
   f. No solicitation or advertisements for membership may be disseminated purporting to be members of USA Track & Field without the expressed approval of the Chairperson of the Youth Athletics Committee.
   g. Further, no solicitation should include undocumented or unsubstantiated claims of membership of USA T&F, coaching qualification, official certification or other benefits without the sanction of the Youth Athletics Committee.

7. Violation of any of the above codes could result in hearings before the Ethics Committee, the Youth Committee, and/or the Georgia Association. The result could be as serious as suspension of the coach, athlete(s), and/or team in question.

NAME___________________________________________TITLE____________________________

SIGNATURE_______________________________________________ DATE___________________

NAME OF ORGANIZATION___________________________________________________________
PARTICIPANT INFORMATION / MEDICAL EMERGENCY FORM

Participant’s Name _____________________________ Date of Birth _________ M__ F__

Name of Parent or Guardian________________________________________________

Address_____________________________City_________________ST____Zip______

Phone: Home (____)________________________Father’s Work (___)______________

Email Address_______________________ Mother’s Work (___)______________

I, _____________________ hereby authorize the coach accompanying the [CLUB] from [City, State] to seek immediate medical treatment for my child listed above, if medical emergency arises while on the way to, returning from, or during any practice or meet in which the team participates. I also authorize the attending physician to perform any emergency treatment necessary, after consultation with the coach, if I cannot be reached.

If the child has any on-going medical problem, please indicate below:

______________________________________________________________________________

If the child is currently taking any form of medication, please indicate the type of medication and frequency:

______________________________________________________________________________

______________________________________________________________________________

If the child has a reaction to any medication, please indicate the medication:

______________________________________________________________________________

Name of Child’s Physician __________________________________Phone (___) ______________

Insurance Company________________________________________________________________

Insurance Company ID Number_______________________________________________________

Date:_____________ Signature____________________________________________

Please complete and return this form immediately.
Table 2 Sample Renewal Club Letter

Dear USATF Youth Club Members:

Welcome to both new and returning clubs to another USATF membership year. My name is Toni Nichols, and I am the Southwestern Association contact for Club Membership. Enclosed, you will find 2008 club membership packet complete with an application and related forms.

- It is important that you utilize the enclosed applications and forms due to the following updates.
  - It will be important to have completed background checks before submitting club applications for current year memberships.
  - Club membership late fee information added.
  - Request for Certificate of Insurance – e-mail field added for issuance of certificate to Club.

- Enclosures:
  - Organizational/Club membership applications
  - Club Practice Insurance information/form
  - Coach/Volunteer Application
  - Coach/Volunteer Registration Form
  - Tentative Indoor and Outdoor Schedules (tentative)
  - 1st Youth Meeting Date

Organizational/Club Membership applications:

It is imperative that Org/Club membership applications are submitted to the Association in a timely manner! Why?

1. Clubs will be denied the ability to enter or score in the National or Regional Championships if they are not in the National membership database.
2. Liability issues – Delays in receipt of membership applications may result in insurance processing delays of certificates of insurance and/or lack of coverage for practices.
3. Club benefit packets are sent out at least once a month. We would like all registered clubs to receive these packets as quickly as possible. Packets include Competition Rule Book.
4. Only “current” clubs in our database will receive mailings/e-mails about programs such as Travel Grants, Nike shoe/spike offers, and other new member benefits and initiatives. All information must be complete and legible. Incomplete information or illegible handwriting may cause Clubs to not receive pertinent information on competition/events, programs, offers, grants and other mailings such as the club benefit packet, which includes a Club Certificate of Membership and Competition Rule Book. Incomplete and illegible handwriting might cause Club information on the USATF website to be posted incorrectly.

Club Practice Insurance information/forms (cost is $15.00):

<table>
<thead>
<tr>
<th>Provides Coverage to:</th>
<th>By submitting the following form(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational/Club entity &amp; officers</td>
<td>Organizational/Club Membership Application &amp; Club Practice Schedule</td>
</tr>
<tr>
<td>Coaches/Volunteers &amp; other practice</td>
<td>Coach/Volunteer Registration</td>
</tr>
<tr>
<td>Supervisor's</td>
<td>form/application &amp; current individual Membership application for each coach Volunteer</td>
</tr>
<tr>
<td>3rd Party (additional insured)</td>
<td>Request for 3rd Party Certificate of Insurance</td>
</tr>
</tbody>
</table>
Coach/Volunteer Application

This form is required for ALL individuals representing your organization that will come into contact with youth athletes. All coaches and volunteers who have direct contact with youth athletes during scheduled club practices and other club activities must submit this application, along with a copy of a valid government issued ID. This is for verification of membership; it is to be sent to the membership chair, [Name]. Please make sure you sign the Background Screening Acknowledgement section. This includes president, vice president, secretary, any/all officers, coaches and volunteers. Incomplete forms will delay the processing of your application.

Addendum: Please do not write either your driver license or social security on the form.

The background screening is an online process. The cost is [$.$.]. It will take you through the prompts including personal information such as your driver license and social security. Go www.swusatf.org for an explanation and completion of the process.

Coach/Volunteer Registration Form

This form is required for ALL persons who are coaching/supervising/assisting during club practices.

Fees

- Club Application Fee is $65.00 per year
- Background Screening is $8.00 per person/per coach/volunteer form
- Practice Site Insurance is $15.00 per site.
- 3rd Party Insurance $15.00 (might be required by facility your using for practice)
- The Association will charge a $50.00 late for Org/Club membership applications received after April 1, 2008, per month. This late fee will only be charged for renewing COMPETITIVE CLUBS only. The National Office will charge $100 fee for late applications of renewing clubs after May 1st of the current year, 2008.

I hope I have identified and addressed any and all issues dealing with Club memberships.

Please direct all questions, issues and payment information relevant to Club Memberships to my attention. I look forward to working with you and let’s make this a successful year.

Sincerely,
Enclosed are:

A  Organizational/Club Membership Packet
   1. Organizational/Club Membership Application
   2. Individual Membership Application
   3. Club/Coaches Code of Ethics
   4. USATF Club Practice Schedule

B  Coach/Volunteer Application- Background Screening Application

Complete Part A

Form 1. Organizational/Club Membership
   Part A. Organization Club Membership Application. All Officers of USATF Clubs/Organizations must be registered members of USA Track and Field.
   ___0___ This (X) indicates you have outstanding debt, and you are not in good standing. This must be paid before your club application can be renewed.
   You owe $__________________ for___________________________________________.

Form 2. Individual Memberships are $20 youth (18 & under) and $30 Adults. Please make a separate check for individual memberships.

Form 3. For Youth Clubs Only- Please sign code of ethics

Form 4. Club Practice Schedule. Fill out “Name of Third Party” only if certificate of insurance is requested. There is a $15.00 fee for “each” certificate of insurance. - $15.00 additional for each Third Party Certificate of Insurance.

Complete Part B

Complete a Coaches/Volunteer Application on each person that will supervise youth athletes (Any athlete under age 18). Do not list driver's License or Social Security Number.

AFTER COMPLETION OF ALL FORMS AND ATTACHMENTS, SEND ALL COPIES WITH THE FOLLOWING FEES:

Youth Clubs ONLY

Early Bird Special for “Renewals only” - If completed forms received from November 1, 2007 to December 31, 2007- $40.00.
Youth (January 1 - April 30,2008), Adult, Open, Master, and Mixed Clubs- Fees- $60.00
All clubs renewing memberships received on May 1st or later is considered late!!!! National Headquarters will charge $100.00 LATE FEE. Georgia Association will still charge a $40.00 late fee!
Total Club Renewal Fee on May 1, 2008 or later is $200.00. Don't be Late!!!!!!!!!!!!!!! Clubs Must Be Received By April 30, 2008 or LATE.

Please return forms and check(s) payable to USATF Georgia Association to: “NAME”

For additional information call “NAME”.

For USATF membership cards or membership information call “NAME”.

Revision 3, 11/11
C-17
Table 4  Sample Club Application  (Sheet 1 of 3)
Table 4  Sample Club Application  (Sheet 2 of 3)

BENEFITS OF MEMBERSHIP & GENERAL INFORMATION

**BENEFITS**

Each year all registered USA Track & Field (USATF) Organizational Members receive the following member benefits:

★ Certificate indicating the organization/Club is registered with USATF for the current year.
★ Welcome letter from the CEO of USATF;
★ USATF Competition Rule Book;
★ Notices of grant opportunities, fund raising opportunities other materials as they become available;
★ Liability insurance during registered club practices;
★ Subscription to *Fast Forward* and *Track Coach* Magazine;
★ The right to enter relay teams and have athletes represent their organization at USATF Championships;
★ Each local Association provides member-organizations (clubs) with Association-specific benefits;
★ Voting privileges at Association meetings.
★ The right to use the USATF Club or USATF Organizational Member logo on promotional materials.

**GENERAL INFORMATION**

Organizational/Club Membership Duration
Similar to individual memberships, organizational memberships are on a calendar year basis. This means they expire on December 31st each year. Member organizations joining in November or December will be afforded membership for the remainder of that year as well as all of the following year (example: the organization submits an application to the Association on November 14, 2007; the organization will be considered a valid member for the remainder of 2007 and all of 2008).

USATF Governance Manual / Competition Rules

Coaching Education Program
Each year USATF offers a variety of educational opportunities. To learn more about this program or to find a Coaching Education school near you visit www.usatf.org.

Event Calendar
Looking for an event? Whether it is a youth, open, masters, long distance running, track & field or race walking event be sure to check out USATF’s website for the most comprehensive Athletics calendar around.

Membership Number & Password Lookup Feature
Can’t remember your membership number or password; lost your membership card? Use the Lookup feature to retrieve your number and/or password. Visit the Membership Page at www.usatf.org.
Table 4  Sample Club Application  (Sheet 3 of 3)

ORGANIZATIONAL/CLUB MEMBERSHIP APPLICATION

ORGANIZATION INFORMATION

*Organization Name ________________________________
Principal Location of the Organization

*City ____________________________ *ST __________ Zip __________
*Website Address _________________________________________

Type of Organization
☐ Competitive Club
☐ Event Organizer
☐ Corporate
☐ Other

*Age Demographics
☐ Youth
☐ Masters
☐ Open

Sports
☐ Track
☐ Field
☐ Road
☐ XC
☐ Mountain
☐ Ultra
☐ Trail
☐ Race Walking

Check all that apply

CONTACT INFORMATION

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

Contact Person ________________________________________________________________

Current USATF Membership # ______________________________________________________

Shipping/Mailing Address _________________________________________________________

City ____________________________ *ST __________ Zip __________

*Phone (Main)(      ) __________________________ Phone (Alternate)(      ) ______________

*E-mail Address __________________________________ Fax (       ) __________________________

Officers:
President __________________________ Current USATF Membership #
Secretary __________________________ Current USATF Membership #
Other __________________________ Current USATF Membership #

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

Signature of Organization Officer __________________________ Date ______________

Return this application form to:

FOR ASSOCIATION USE ONLY
Date Rec’d __________________________
Check# __________________ Amt $ ______________
# of Membership Years ________________
Membership Year(s) ______________________
Assoc. # __________ Club # __________
Approved By __________________________ Date Approved ________________

CHECK ONE:
☐ New Membership
☐ Renewal from Last Year
☐ Renewal but not from Last Year
☐ Update Multi-year Membership

FOR NATIONAL OFFICE USE ONLY
Date Rec’d __________________________
Date Ent’d __________________________
Entered By __________________ CC $ ______________
Check __________________ Amt $ ______________
### Table 5  Sample Individual Membership Application

**USATF Membership Application**

- □ New Member
- □ Renewal (from previous year – USATF Number ____________)

*Please print or type information*

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Initial</th>
</tr>
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<tbody>
<tr>
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<table>
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<table>
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<tr>
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<table>
<thead>
<tr>
<th>Sex M/F</th>
<th>Age Today</th>
<th>Date of Birth</th>
<th>(MM-DD-YYYY – i.e.: 02-19-1958)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>USA Citizen</th>
<th>Yes</th>
<th>No</th>
<th>If no, country of Citizenship</th>
</tr>
</thead>
<tbody>
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<td></td>
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<table>
<thead>
<tr>
<th>Phone Number</th>
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<table>
<thead>
<tr>
<th>Club No.</th>
<th>Club Name</th>
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</table>

**Please check all appropriate sports codes here:**

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

**Membership Category Codes**

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

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

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

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

**Date of Application**

<table>
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<tr>
<th>(MM-DD-YYYY)</th>
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</table>

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

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

**Membership Fees & Registration Options**

**JOIN ONLINE AT**

www.usatf.org/membership

You will receive your new Membership # – Instantly!!

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

**MAIL TO:**

USATF National Membership Center
One RCA Dome Suite 140
Indianapolis, IN 46225-1023

**Adult Membership (19 yrs & over)**

<table>
<thead>
<tr>
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<td>$29.95 (1-year)</td>
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<tr>
<td>$79.95 (3-years)</td>
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<td>$99.95 (4-years)</td>
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</table>

**Youth Membership (18 yrs & under)**

$19.95 x _______ = $__________

# of membership years

**CONTRIBUTIONS (TAX DEDUCTIBLE)**

- LDR
- Masters T & F
- RW
- Association Programs
- Unrestricted

**TOTAL**

$__________

Please make checks payable to USATF.
Organizational / Club Membership

Club Practice Insurance Information & Forms

Overview: An important benefit USATF provides to its member organizations/clubs is General Liability Insurance coverage. Liability insurance provides coverage for certain types of lawsuits brought against the club, its officers, coaches, and volunteers. Detailed information on the coverage is available at www.usatf.org/clubs/benefits.

To form a USATF Club, club organizers must register through their local association by submitting the following:

- Organizational/club application
- Club Practice Schedule for each practice facility
- Coach/Volunteer Registration form or the Club/Volunteer Application (for clubs who provide programs for youth members) for each coach or volunteer that will be supervising practice

To qualify as a bona fide club practice and the liability insurance coverage benefit, each club shall:

- Club Practice Schedules: declare practice details for each practice site by submitting a Club Practice Schedule form for each facility. Club Practice Schedules must be on file prior to practices taking place. There is no additional fee to register club practices; however, there is a $15 fee for each 3rd party certificate of insurance request. A separate request must be submitted for each 3rd Party. To request a certificate of insurance for a 3rd Party, fill out Sections 1 & 2 of the Club Practice Schedule.
- Coach/Volunteer Requirements: have all coaches & volunteers who are supervising practices submit a Coach/Volunteer Registration form or the Coach/Volunteer Application (for clubs who conducting practices where youth members are present). The USATF General Liability Insurance policy will cover only those coaches and volunteers with a current USATF membership and have submitted the appropriate coach/volunteer form. Additionally, for practices where youth athletes will be present the coach/volunteer must have passed a criminal background check.
- Supervision: maintain reasonable coach supervision levels (usually measured by the athletes per coach ratio) given the circumstances of the practice.
- Safety: develop printed safety guidelines and distribute it to all coaches and to all club members.
- Waiver of Liability: Collect a signed waiver of liability form from each participant (parent/guardian if under the age of 18). For youth athletes this form should provide parental permission for the athlete to attend the club practice(s). These forms do not have to be submitted to USATF but should be kept on file by the club (for at least five years) and available to USATF if requested. Failure to collect waivers may invalidate your coverage.
- Venues: ensure that participants under that age of 18 do not practice on “open” streets (open to vehicular traffic) or any other uncontrolled area – youth practices/training runs must be in a controlled and enclosed area such as track stadium, fenced-in athletic area, etc.

What is not covered?:

- Overnight camps
- Clinics where non-club members are invited to attend
- Fundraising activities (e.g., car washes, product sales, etc.)
- Sports and activities other than track & field, running, race walking
- Home-Based Practice Facilities (unless specifically approved by USATF). For more information contact the National Office (317) 713-4665.

Failure to complete all forms in their entirety may nullify your club’s insurance coverage.

USA Track & Field reserves the right to restrict insurance certificates and insurance limits. Generally, certificates will only be issued to a third party when required by an executed contract or governmental permit application.
Completion of these sections will register your practices with USATF and provide liability coverage for your organization/club. In order for your coach/volunteer to be added to the policy, they must complete the Coach/Volunteer Registration or the Coach/Volunteer Application form (see attached).

SECTION 1

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Address</th>
<th>City</th>
<th>ST</th>
<th>Zip</th>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Association # | Club # | Today’s Date |
-------------|--------|--------------|

Practice Location & Address

I, __________________________ have obtained permission from __________________________ (Facility)

for the club’s use of their facility as a practice site. Signature __________________________

Indicate Practice Dates at this facility

| Month  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|--------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| January|  1 |  2 |  3 |  4 |  5 |  6 |  7 |  8 |  9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| February|  1 |  2 |  3 |  4 |  5 |  6 |  7 |  8 |  9 |10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| March   |  1 |  2 |  3 |  4 |  5 |  6 |  7 |  8 |  9 |10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 31 |
| April   |  1 |  2 |  3 |  4 |  5 |  6 |  7 |  8 |  9 |10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 31 |
| May     |  1 |  2 |  3 |  4 |  5 |  6 |  7 |  8 |  9 |10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 31 |
| June    |  1 |  2 |  3 |  4 |  5 |  6 |  7 |  8 |  9 |10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 30 |
| July    |  1 |  2 |  3 |  4 |  5 |  6 |  7 |  8 |  9 |10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 31 |
| August  |  1 |  2 |  3 |  4 |  5 |  6 |  7 |  8 |  9 |10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 31 |
| September|  1 |  2 |  3 |  4 |  5 |  6 |  7 |  8 |  9 |10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 31 |
| October |  1 |  2 |  3 |  4 |  5 |  6 |  7 |  8 |  9 |10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 31 |
| November|  1 |  2 |  3 |  4 |  5 |  6 |  7 |  8 |  9 |10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 31 |
| December|  1 |  2 |  3 |  4 |  5 |  6 |  7 |  8 |  9 |10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 31 |

Practice Times:

<table>
<thead>
<tr>
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<th>from</th>
<th>to</th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
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</tbody>
</table>

SECTION 2

Request for 3rd Party Certificate of Insurance - $15.00 per Request

All fields must be completed if a 3rd Party (e.g. school, facility, municipality, etc.) needs to be added to the policy. Failure to provide all of the information or illegible writing may result in the certificate being not properly issued. Only list the 3rd Party’s mailing address.

Name of 3rd Party __________________________

Contact Person __________________________

Address __________________________

City __________________________ State Zip Code __________________________

Phone __________________________ Fax __________________________

E-mail (3rd Party) __________________________ E-mail (Org/Club) __________________________

For Official Use Only

VISA # __________________________ Amount $ __________________________

Check # __________________________ Date Received __________________________

Rev. 11/07
Travel Grant Program

Section 1  Introduction
In partnership with the USA Track & Field Foundation, USATF continues to sponsor the Mark Springer Youth Travel Grant program to aid in bringing athletes to USATF’s four National Youth and Junior championship events each year.

Section 2  Events
The events eligible for the grants are:
  USA Junior Outdoor T&F Championships
  USA Youth Outdoor T&F Championships
  USATF National Junior Olympic T&F Championships
  USATF National Junior Olympic XC Championships
Note: See the USATF calendar for exact dates and location.

Section 3  Background
Named after the former USATF Director of Grass Roots Programs and Planning and originator of the program, the Mark Springer Youth Travel Grant Program offers travel assistance grants to eligible youth clubs across the country. Since 2000, the grants have helped clubs offset expenses related to bringing athletes to USATF national or developmental championships. Over $380,000 has been awarded to more than 350 clubs, with an average grant of $1000, since the program's inception, making it one of USATF’s most popular grass roots efforts and a direct benefit for your membership as a USATF Club.

Section 4  Grant Subsidies
In 2008, increased donations from the USATF Foundation provided to the Mark Springer Youth Travel Grant recipients with additional funding. A total of $50,000 in grants have been awarded each successive year.

Section 5  Application Process
We encourage you to apply early and pay special attention to how the grant funds may best serve deserving members of your club. If your club has been awarded a travel grant in the past, we encourage you to provide history of how the funds were utilized (e.g. how many additional athletes were able to attend because of the grant, medal winners, etc.).

Please note that these grants may only be used for the championships listed above and receipts must be submitted for travel expenses in order to receive grant reimbursement. In addition, those clubs awarded a grant must participate in USATF's Win With Integrity program by completing the Win With Integrity pledge which will be provided upon grant award.

Please complete the application and return it to the USATF National Office no later than the early April deadline. NOTE: You can also fax the completed application to USATF at 800-833-1466 or send it via e-mail. To be eligible for this program, your USATF club membership must be renewed for the current year prior to application submission.

We wish every USATF member club the best of luck this year and we look forward to seeing many of you at our National championships.
Please print and complete the downloadable application and return it no later than the specified April deadline to the USATF National Office.

USA Track & Field
c/o Youth Programs
132 E. Washington St., Ste 800
Indianapolis, Indiana 46204

NOTE: You can also fax the completed application to USATF at 800-833-1466.
Forms

Section 1  Introduction
The youth committee maintains forms for the various activities.
Section 2 contains many of the forms used in the youth programs. Where available, it defines where these forms can be accessed on the USATF web site from which the forms can be downloaded and used. 
Section 3 provides instruction information to give guidance for completing some of the forms.
Forms are available on the Youth Athletics website:
http://www.usatf.org/groups/Youth/

Section 2  List of Forms
This section provides sample forms for the following programs: Junior Olympics, Youth Athletics, Cross Country, and Win With Integrity. [All underlined Form Numbers and Titles below are links to the forms in the manual.]
Entry forms are presented as samples only. Actual entry into the meet is done through an online system on the internet. These forms are provided as a reference to the information that will be required for each athlete.

2.1  Junior Olympics Track & Field
    Form 1  Sample JO T&F Individual Entry - Advancement
    Form 2  Sample JO T&F Relay Roster

2.2  Junior Olympics Cross Country
    Form 3  Sample JO XC Individual Entry - Advancement
    Form 4  Sample JO XC Team Entry - Advancement

2.3  Youth Athletics Track & Field
    This section contains links to sample entry form for the Youth Athletics meet. Actual entry into the meet is done through an online system on the internet. These forms are provided as a reference to the information that will be required for each athlete.
    Form 5  Sample YA T&F Individual Entry
    Form 6  Sample - YA T&F Relay Entry

2.4  Meet Forms
    Form 7  Region ## Junior Olympic Protest Form
    Form 8  Record Application
    Form 9  Incident Report Form
2.5 Special Programs

Form 10 Win With Integrity Pledge
Form 11 Sample Mark Springer Travel Grant

To download these forms from the web site go to: http://www.usatf.org/clubs/benefits/travelGrants/
Additionally, this site contains information about past recipients of the travel grants.

2.6 Regional Coordinator Forms

Form 12 USA Junior Outdoor Championships / IAAF World Youth Championships Reconciliation
Form 13 USA Track & Field Request for Reimbursement

Section 3 Instructions for Completing Forms

This section contains instruction for completing the forms for the USATF Junior Olympic Track & Field forms.

3.1 Directions for the Junior Olympic Event Entry & Advancement Form

All participants are required to complete the Junior Olympic Event Entry & Advancement Form in order to be properly entered in the Junior Olympic Program.

Please provide the required information accurately:
Name: Please provide the athlete name as it appears on the USATF membership card.
Address: Each athlete's address complete with zip code is necessary.
Telephone Number: A telephone number including area code where questions can be answered if needed.
Full USAF Club Name as it appears in the USAF Directory
USAFF Club Number beginning with the association number.
USAFF Association: Provide clearly the association number
USAFF Region: Provide the region number
Membership Number: Current year membership number required.
Select the age division: Place checks in the appropriate boxes for gender and age division.
Write Birth Date Legibly enter date in a month/date/year format.
All birthdates must be verified and stamped by the Association Youth Chair or their designee in order to compete.

Complete the Association Championships section for the first round of competition:
List the events being competed and if preliminary meets held indicate times/marks from the preliminary meet.
The combined events section is only for the triathlon, heptathlon etc.

The Regional Championships Section
This is to be completed only by those athletes advancing to the Regional Junior Olympics Meet.
As the athlete advances in the competition, the events qualified in will be indicated under the heading: Regional Championships. Only the events that the athlete is advancing in should be indicated under this heading. Indicate qualifying times/marks attained at the Association Meet.

The National Championships Section
This is to be completed only by those athletes advancing to the USATF National Junior Olympic T&F Championships.
Only the events where the athlete qualified should be noted. Indicate qualifying times/marks attained at the Regional Meet.
All Entry/Advancement Forms **MUST be signed by the athlete and the Parent/Guardian.** An athlete may not compete if the signature portion of the form is incomplete.

### 3.2 Directions for the Relay Roster Form

*Each relay team entered in the competition must have a completed relay roster form.*

*For more information on the relay procedures see* [YA Procedure 103: Junior Olympic Relay Procedures](#).

Please provide the required information accurately:

- Provide Complete USATF Club Name Legibly
- Provide Club Number beginning with the Association Number
- Clearly identify the age division, distance and gender.
  - If you have multiply teams competing (example an a, b or c team) each team must have a **separate** roster completed.
- Complete the coach’s information.
  - The Phone Number should be a number where the coach most often can be reached.
  - Any questions pertaining to the relay will be directed to the coach. An e-mail address most often will expedite the contacting of the coach.

A coach’s signature is required on all Relay Declarations.

All members of the club in the gender and age group should be listed on the roster.

- Eligible athletes will be taken from the roster, when a replacement athlete is needed.
- Rostered athletes may never compete on the relay unless specifically entered, but would be available if a situation arose that required a substitution of an athlete.

Clearly print First Name and Last Name on the Roster of each athlete. At each round of competition a check mark will be required to declare the athlete as competing at that particular round of competition.

The relay roster form is due to meet management prior to the start of competition at the Association or Preliminary level.

- The submitted rosters will become the responsibility of the Youth Chair and Regional Coordinator and will be available at each of the subsequent meets.

Only athletes who are registered members of a club may be listed on the club roster form.

All athletes listed on the roster must also have completed an individual entry and advancement form in order to compete at that round.
Form 1  Sample JO T&F Individual Entry - Advancement

2009 USATF JUNIOR OLYMPIC TRACK & FIELD CHAMPIONSHIPS
Event Entry & Advancement Form

Please type or print legibly

<table>
<thead>
<tr>
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<th>Time/Mark</th>
<th>Place</th>
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</thead>
<tbody>
<tr>
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<td></td>
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<tr>
<td>2)</td>
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<td></td>
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</tr>
</tbody>
</table>

Combined Events  Total Pts  Place

REGIONAL CHAMPIONSHIPS

Please list events in which you are going to compete: list place and time/mark achieved at the association meet.

<table>
<thead>
<tr>
<th>Event</th>
<th>Time/Mark</th>
<th>Place</th>
</tr>
</thead>
<tbody>
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<td>2)</td>
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</tr>
</tbody>
</table>

Combined Events  Total Pts  Place

July 28 – August 2 National Championships Irwin Belk Track – Greensboro, NC

Please list events in which you are going to compete: list place and time/mark achieved at the regional meet.

<table>
<thead>
<tr>
<th>Event</th>
<th>Time/Mark</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
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</tbody>
</table>

Combined Events  Total Pts  Place

Age Division
Sex: [ ] Male  [ ] Female

1) [ ] Sub-Bantam (Born 2001 and later)
2) [ ] Bantam (Born 1999 and later)
3) [ ] Midget (Born 1997 – 1998)
4) [ ] Youth (Born 1995 – 1996)
5) [ ] Intermediate (Born 1993 – 1994)
6) [ ] Young MW (Born 19901– 1992)*

* (See Rule 300.1.c. - Includes athletes who are still 18 thru August 2, 2008)

Birth Date  _____/_____/_____/_______/_______/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/_____/____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**2009 USATF JUNIOR OLYMPIC CHAMPIONSHIPS**

**RELAY ROSTER FORM**

(Please type or print legibly)

Junior Olympic Rule 302.3 – Relays: Please Read Rules and Procedures on Back

**COACHES:** This Relay Form must be completed and filed at the first round whether Preliminary Meet or Association Championship prior to your team’s participation. You need only file this roster one time as it is passed on to succeeding meets, and only athletes listed on this roster may compete on your relay team. (There is no longer a relay entry form for National Junior Olympics – athletes now enter by means of their individual entry form.)

Use a separate form for each Age Division, Gender, and Relay Event

<table>
<thead>
<tr>
<th>Full USATF Club Name____________________________</th>
<th>Club Number __________</th>
</tr>
</thead>
</table>

Check the corresponding age division and relay (1 per form)

<table>
<thead>
<tr>
<th></th>
<th>Bantam</th>
<th>Midget</th>
<th>Youth</th>
<th>Intermediate</th>
<th>Young</th>
</tr>
</thead>
<tbody>
<tr>
<td>4x100</td>
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<td></td>
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<td>4x400</td>
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<tr>
<td>4x800</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Sex: [ ] M  [ ] F  
Circle the appropriate team:  
A  B  C  D  E  F

**Coach’s Name____________________________ Phone (_____)______**

Email____________________________________  
Region_______ Association____________________

Street Address _____________________________________________________________  
City_________________________ State________________________ Zip______________

**COACH’S DECLARATION**

I certify that all listed athletes listed on this roster are USATF members of my club, comply with the rules, and are in compliance with their age division. I am aware that to be properly entered, each must file an individual entry form and specify their entry for this relay event. To compete on the relay, each athlete must be listed on the Relay Roster.

Signature (REQUIRED)______________________________________________________

<table>
<thead>
<tr>
<th>Print or Type</th>
<th>Preliminary</th>
<th>Association</th>
<th>Regionals</th>
<th>Preliminary</th>
<th>Association</th>
<th>Regionals</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name-Last Name</td>
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<td>First Name-Last Name</td>
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</tr>
</tbody>
</table>

**YOUTH CHAIRS and/or REGIONAL COORDINATORS:** You are required to forward this roster form for all qualified teams to the succeeding level’s entry registration coordinator. Alterations are not allowed. (See Procedures on BACK)
Youth Athletics Division Training and Development Manual - Forms

Form 2 (Continued) Sample JO T&F Relay Roster
Back of Form

INFORMATION ONLY

2009 USATF JUNIOR OLYMPIC CHAMPIONSHIPS
RELAY ROSTER RULES

Junior Olympic Rule 302
3. Relays
   (a.) The procedure for entering a relay is given in the Youth Guide. Failure to comply with the procedure may result in
disqualification.
   (b.) A Relay team shall consist of four (4) members.
   (c.) Participation of relays teams shall be limited to those clubs that hold a valid club membership in USATF.
   (d.) All participants shall wear a top of the same color. At Regional and National Championships, all participants shall wear a
top of the same color as well as shorts of a same color. The Games Committee shall assign an individual to review colors of team
uniforms in the clerking area.
   (e.) An athlete may drop an individual event to compete on a relay as long as the athlete has not competed in any round of that
event. A ‘no show’ does not constitute a drop in the event. A change form must be submitted at registration 1 ½ hours prior to
the schedule start of the event being dropped.

Junior Olympics
   (g.) To enter a relay in the Junior Olympics a relay roster is required.
   (h.) The procedure for submitting roster is given in the Youth Guide. The relay roster must be submitted by the entry deadline of
the meet whether the Association championship or preliminary meet, as specified in the entry material but not later than the first
(1st) round of competition.
   (i.) Any athlete listed on the club’s relay roster in the same age division/sex is eligible for that relay team.
   (j.) All competitors listed on the official roster are eligible to compete if they are entered in the meet in individual events or other
relays. If an individual is not entered in the meet by either of the above methods stated above, that individual must complete and
submit an entry form placing the word “roster” in the event section. An additional cost equal to the cost of a single event may be
charged for each member entering by this method.

Youth Athletic Procedures
YA-103: Junior Olympic Relay Procedures
Rev. 0, 4/2007

1. To enter a relay in the Junior Olympic Program, a club coach or administrator must first complete a Relay Roster.
   a. Complete the personal information, including club name, club number, address, and phone number. Coaches must sign the form.
   b. In order for an athlete to be eligible to be on a club roster, he /she MUST be a member of USATF and MUST have the club number
listed on his/her membership in the USATF Membership Data Base. Each club must be a current USATF registered club.
   c. Coaches are encouraged to list every eligible athlete in the same division and sex of the club (whether participating in this relay or not)
on the roster. Example: Make an alphabetical list of all Bantam Girls in the club. Note: There must be a minimum of 4 athletes in the
same age division and sex to form a Relay roster.
   d. Copy the completed relay roster for each age division and sex and enter one roster for each event:
      - 4x100 A, B, C, etc.
      - 4x400 A, B, C, etc.
      - 4x800 A, B, C, etc.

2. The relay roster must be submitted at the first round of competition by the entry deadline of the meet as specified in the entry material whether
the preliminary or the association meet. Once this roster is submitted at the first level, no additions or alterations can be made and the
roster may not be returned to the coach, parent or athlete.

3. To declare a relay team into the meet, a club coach or administrator must do the following:
   a. Check off a minimum of four (4) athletes and maximum of six (6) athletes on their relay roster in the column of the level (preliminary,
association, regional or national) next to their names. Subsequently, complete the individual entry forms with entry into the relay for
   the cost of entering a relay.
   b. When the club’s relay team checks in at the event clerking area, four (4) athletes must be present to run. To change the composition of
the team, any athlete can be substituted provided the athlete has a competitor number and is listed on the club’s relay roster. To drop an
event, a change form must be submitted at registration 1 ½ hours prior to the schedule start of the event being dropped.
Note: The substituted athlete may not exceed the maximum number of events he/she is allowed to compete in at the meet per Rule
300.1(e).

4. To advance a Relay team to the next level of competition, a club’s relay must compete and qualify at the current level. The make up of the
relay need not be the same throughout the rounds or various levels of competition as long as the athletes are listed on the original relay roster
submitted at the first level.
Youth Athletics Division Training and Development Manual - Forms

Form 3  Sample JO XC Individual Entry - Advancement

2009 USATF Junior Olympic Cross Country Program
Individual Entry & Advancement Form

Please type or print legibly

Last Name __________________________ First __________________________

Address ____________________________________________________________

City __________________________ State ___________ Zip __________________________

Telephone: ( ) __________________________ Email __________________________

Full USATF Club Name ____________________________________________________

USATF Club Number _________ / _________ ____________

USATF Association __________________________ USATF Region # ____________

USATF Membership Number __________________________ (Required)

AGE DIVISION

Sex: ☐ Male ☐ Female

☐ Bantam (Born 1999 and later)
☐ Midget (Born 1997-1998)
☐ Youth (Born 1995-1996)
☐ Intermediate (Born 1993-1994)
☐ Young M/W (Born 1991-1992)

Birth Date __________ / __________ / __________

BIRTH DATE VERIFIED**

ADA request: I am requesting an accommodation for a disability as follows:

(Visit www.usatf.org/about/legal/policies/ADA.asp for forms and procedures)

*Please note: All requests for accommodations must be received six weeks prior to the date of competition.

List allergies and current medications:

THIS ENTRY FORM MUST BE RETURNED TO THE REGISTRATION AREA BEFORE LEAVING THIS MEET.

**Proof of Age: Verification Stamp (based on Birth Certificate, Certified Baptismal Record, Passport, Driver’s License, or U.S. government identification)

Revision 3, 11/11
## Form 4  Sample JO XC Team Entry - Advancement

**2009 USATF Junior Olympic Cross Country Program**
Team Entry/Advancement and Declaration Roster

<table>
<thead>
<tr>
<th>USATF Club Name</th>
<th>USATF Club # / USATF Region #</th>
</tr>
</thead>
<tbody>
<tr>
<td>USATF Association</td>
<td>USATF Region #</td>
</tr>
</tbody>
</table>

**Coach Name**

**Address**

**City**

**ST**

**Zip**

**Phone (Day)**

**Phone (Evening)**

**AGE DIVISION**

<table>
<thead>
<tr>
<th>Sex:</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth (1995-1996)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bantam (1999 and later)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midget (1997-1998)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Young M/W (1991-1992)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Directions:**

1. Complete and submit one (1) form per age/sex division.
2. Attach all individual entry forms with proof of birth verification to this roster for all qualified team members.
3. List in alphabetical order all athletes on your club that will represent any of your teams (A, B, C, etc.) in the age division checked above. Starting with the Association Level, place “A” next to names on “A” Team, place “B” next to names on “B” team, etc. for your teams. You must have at least 5 and no more than 8 athletes on a team.

**Pursuant to USATF Rule 305.3 (c):** "All members of the same club listed on the team declaration roster at the Association finals are eligible to compete on the club’s team (minimum of 5, maximum of 8) in the next round of Qualifications up to and including the National Championships as long as the team qualifies." REMINDER: THIS IS A DECLARATION FORM AND YOU MUST DECLARE YOUR TEAM TO BE ENTERED INTO THE MEET!

**Print or Type**

<table>
<thead>
<tr>
<th>First Name – Last Name</th>
<th>(Declare 5 to 8 athletes per team)</th>
</tr>
</thead>
</table>

**SIGNATURE (Club Coach or Official)**

**Association Team Place:**

1st 2nd 3rd

**Region Team Place:**

1st 2nd 3rd

**Regional and National Qualifiers:**

THIS ENTRY FORM MUST BE RETURNED TO THE DECLARATION AREA BEFORE LEAVING THE MEET!
** Please type or print legibly all information below **

**Last Name**

**First**

**Address**

**City**

**State**

**Zip**

**Telephone ( )**

**E-mail**

**Full USATF Club Name**

**USATF Club #__/__  - __/__/__/__/  Association____________ Region_____**

**AGE DIVISION**

☑ Male ☐ Female

☑ Bantam (Born 1997-or later)

☑ Midget (Born 1995-1996)

☑ Youth (Born 1993-1994)

☑ Intermediate (Born 1991-1992)

☐ Young M/Y (Born 1989-1990)*

*(See Rule 300.1.e - Includes athletes who are still 18 thru July 29, 2007)

**Birth Date________/________/________**

**Entry Fees** - $8.00 Individual Events, $32.00 Per Relay, $24.00 Heptathlon/Decathlon, $20.00 Pentathlon/Triathlon

**EVENT**

1) ____________________________ **TIME/MARK**

2) ____________________________ **EVENT**

3) ____________________________ **TIME/MARK**

4) ____________________________ **EVENT**

**Combined Events: ____________________________ Points ____________________________**

**Athlete’s Release:** I voluntarily agree to participate in the 2007 USA Youth Outdoor T & F Championships and knowingly assume any and all risks of loss, damage to my person or property, injury (including death), both foreseen and unforeseen, of my attendance at and participation in the 2007 USA Youth Outdoor T & F Championships, from any cause whatsoever, including the fault or negligence of Releasees (as defined below). I, for myself, my heirs, personal representatives and assigns do hereby release, waive, discharge and covenant not to sue USA Track & Field, Inc., the Local USATF Association, the Local Organizing Committee, the Facility and Championship Sponsors, their respective officers, directors, employees, agents and volunteers (collectively "Releasees") from all liability, loss, claims, demands, possible causes of action, court costs, settlement costs and fees, attorneys fees and any other expenses arising from any claim or lawsuit that may arise from any loss, damage or injury (including death) to me or my property resulting from or arising in connection with, or related to, my attendance at or participation in the 2007 USA Youth Outdoor T & F Championships. In the event that I am injured, I hereby consent to the provision of necessary and appropriate emergency medical treatment.

By entering this competition, I grant USA Track & Field, Inc. a limited license to use my name, likeness, image, voice, video, athletic performance, biographical and other information, in any format whatsoever, and to distribute, broadcast and exhibit these without charge, restriction or liability, but only for the purposes of advertising or promoting the sport of Athletics. In no event, however, will such usage constitute an endorsement of any product or service without my specific written consent.

**Signature - ATHLETE**

**Signature - PARENT / GUARDIAN**

**ADA request:** I am requesting an accommodation for a disability as follows: ____________________________ (visit www.usatf.org/about/legal/policies/ADA.asp for forms and procedures)

☐ Please note: All requests for accommodations must be received six weeks prior to the date of competition.

**List allergies and current medications:**

**PLEASE SUBMIT WITH ENTRY FORM, PROOF OF AGE (REQUIRED) FOR VERIFICATION STAMP:** Birth Certificate, Certified Baptismal Record, Passport, Driver’s License or U.S. Military Identification).

All entries mailed to Meet Management must be postmarked no later than June 22, 2007.
**Relay Roster Form**

**2007 USA YOUTH OUTDOOR TRACK & FIELD CHAMPIONSHIPS**

Lisle, IL

July 3 – July 8, 2007

(Please type or print legibly)

**Youth Outdoor Relays: Please Read Rules and Procedures on Back**

**COACHES:** This Relay Form must be completed and filed with only athletes in the USATF membership database with your club number.

Use a separate form for each Age Division, Sex, and Relay Event

Full USATF Club Name_________________________________________ Club Number__/__/__/__

Check the corresponding age division and relay (1 per form)

<table>
<thead>
<tr>
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<th>Bantam</th>
<th>Midget</th>
<th>Youth</th>
<th>Intermediate</th>
<th>Young</th>
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<td>4x100</td>
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Sex: [ ][M] [ ][F]

Circle the appropriate team:

A   B   C   D   E   F

Coach Name____________________________________ Phone (_ _ _)____________________

Email________________________________________ Region________________ Association_________

Street Address_____________________________________________________________________

City________________________________________ State___________________ Zip__________________

**COACH DECLARATION**

I certify that all listed athletes listed on this roster are USATF members of my club, comply with the rules, and are in compliance with their age division. I am aware that to be properly entered, each athlete must file an individual entry form and specify their entry for this relay event. To compete on the relay, each athlete must be listed on the Relay Roster.

**Signature (REQUIRED)________________________**

<table>
<thead>
<tr>
<th>Print or Type</th>
<th>First Name-Last Name</th>
<th>Age Group</th>
<th>Gender</th>
<th>Age Group</th>
<th>First Name-Last Name</th>
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INFORMATION ONLY
Form 7  Region ## Junior Olympic Protest Form

Date:_________________________  Fee:________________________ (Cash Only)

Name:__________________________________________________  Club Name:__________________________

Age Group:_________________________  Gender: M/F_______  Bib #________________________

Uniform color_________________________________________  Event Name/Number: __________________

Submitted By:_________________________  Time:____________  Receipt # _____________

Rule or Regulation # Violated________________________________

Written Description of Protest:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Written Response To Protest:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Received By:__________________________________________  Time:__________________________

Jury of Appeal:________________________________________; ___________________________________
______________________________________________________________________________
Form 8 Record Application

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

APPLICATION FOR RECORD

☐ International Association of Athletic Federations (World Records)

☐ USA Track & Field (American Records, World Record Approval)
Address: One RCA Dome, Suite 140; Indianapolis, IN 46225-1023

☐ NCAA   ☐ NAIA   ☐ NJCAA   ☐ Other __________________________

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

1. Description of Record:
☐ World   ☐ American   ☐ Association   ☐ Championship   ☐ Collegiate
☐ Junior*   ☐ Age Group*   ☐ Masters*

*Application must be accompanied by copy of birth certificate or other proof of age.

Event ____________________________________________________________________________ Men / Women Indoor / Outdoor

Competition Name _____________________________________________________________ Date _______________ Time of Day _____________

Location: Arena _______________________________________________________________________________________________________

Town _______________________________________________________________State ___________________ Country_ USA__

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

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

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

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

Printed Name ______________________________  Signature____________________________________  USATF Cert # ___________________

3. Automatic Timing Certificate: A fully automatic timing device was used; manufactured by: _____________________________________________

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

Printed Name ______________________________  Signature____________________________________  USATF Cert # ___________________

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

Time _________ Printed Name __________________________ Signature ______________________________ USATF Cert # ________________

Time _________ Printed Name __________________________ Signature ______________________________ USATF Cert # ________________

Time _________ Printed Name __________________________ Signature ______________________________ USATF Cert # ________________

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

Printed Name ______________________________  Signature____________________________________  USATF Cert # ___________________
5. Wind Gauge Certificate: I, as the Wind Gauge Operator, certify the force of the following wind as: ________________________ m/s

Printed Name ______________________________  Signature____________________________________  USATF Cert # ___________________

6. Field Judge Certificate: We certify that the measurement stated opposite our respective signatures is exact as measured in accordance with IAAF or appropriate Rules. We also certify that the circle, sector and/or runway is in compliance with IAAF or specific specifications.

Mark _________ m Printed Name ________________________ Signature ______________________________ USATF Cert # ______________
Mark _________ m Printed Name ________________________ Signature ______________________________ USATF Cert # ______________
Mark _________ m Printed Name ________________________ Signature ______________________________ USATF Cert # ______________

7. Implement Certification: I certify that I weighed and measured the implement used for the claimed record in accordance with IAAF or appropriate Rules and that the implement conforms exactly with relevant IAAF or appropriate Rule. For World Records, I further certify the implement as follows:

Manufactured by ____________________________ Model _______________________________________ IAAF Certification #________________

Printed Name ______________________________ Signature ________________________________________ USATF Cert # ________________

8. Surveyor: I certify that the facilities used were in conformity with IAAF or appropriate Rules. The maximum allowance for inclination did not exceed 1:100 laterally and 1:1000 in the running direction. For running events, I have measured the course over which this event was held and the exact distance was:

_________ meters _________ centimeters; or  __________ miles ___________yards ___________ feet __________ inches.

And (check one):

_____ There was a 5 cm raised border on the inner edge of the track with cones used to replace the border as required.

_____ There was no raised border and cones were used as required. The one lap measurement was made 20 cm from the inside of lane 1.

Printed Name ______________________________  Signature____________________________________  Qualification _____________________

9. Doping Control Certification: (Required for World Records only) As a member of the Doping Committee for the event, I certify that a sample for a doping test was obtained in accordance with IAAF or appropriate Rules from the named athlete(s) in my presence and dispatched to the following laboratory:

Doping control date/time ____________________________ Laboratory _____________________________________________________________

Printed Name ______________________________  Signature____________________________________  Qualification _____________________

10. Guarantee by Referee: I certify that all information recorded on this form is accurate, that the Officials conducting the event were duly qualified and that all IAAF or appropriate Rules of Competition were complied with.

Printed Name _______________________________________________________________________ Date _______________________________

Signature _________________________________________________________________________ USATF Cert # ____________________

Instructions:

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

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

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

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

Revised January 2007
Form 9 Incident Report Form

INJURED PERSON INFORMATION / PROPERTY DAMAGE OWNER

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Telephone</th>
<th>Single</th>
<th>Married</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

Date of Incident | Time of Incident | am / pm | Date of Birth |

INJURED PERSON: [ ] Participant [ ] Official [ ] Coach
[ ] Spectator [ ] Volunteer [ ] Other:

EVENT: [ ] USATF Sanctioned Event
[ ] USATF Member Club Practice

NAME OF EVENT:

GUARDIAN/PARENT (IF INJURED PERSON IS A MINOR)

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
</tr>
</thead>
</table>

INCIDENT INFORMATION

BODY PART INJURED

If Ankle Injury, was ankle:
[ ] Taped [ ] Supported [ ] Unsupported [ ] Yes [ ] No

If Knee Injury, was knee:
[ ] Braced [ ] Supported [ ] Unsupported [ ] Yes [ ] No

INCIDENT OR PROPERTY DAMAGE

COURT SURFACE

If sport court, what is under-lying surface?
[ ] Concrete [ ] Asphalt [ ] Grass [ ] Sand [ ] Wood [ ] Sport Court

CLASSIFICATION

If sport court, what is under-lying surface?
[ ] Non-injury [ ] Minor injury or illness [ ] Serious injury or illness

INCIDENT LOCATION

INCIDENT OR PROPERTY DAMAGE

PRIMARY INJURY

DISPOSITION

No care given: [ ] Patient refused [ ] Not needed

Released: [ ] To parent [ ] To personal vehicle

Referral: [ ] To doctor [ ] To hospital/clinic

EMS transport: [ ] Trainer recommended [ ] Patient/parent requested

Describe how the injury or property damage occurred: (attach a separate sheet if necessary)

WITNESS INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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</tbody>
</table>

Tournament Director, Club Director, Coach and/or USA Track & Field Official completing this form:

Name: __________________________ Signature: __________________________ Title: __________________________ Date: ________________ Phone #: (_____)__________

AmerSpec – 673095 (11/07)
I pledge to make good decisions in my life
I will be an enthusiastic and positive person.
I will live with integrity every day;
I will lead a healthy, active lifestyle.
I will take pride in my successes
on the playing field and in the classroom;
I will be honest and drug-free,
knowing cheaters never win.
I am a Champion!

Win with Integrity.
Form 11  Sample Mark Springer Travel Grant

2010 USA Track & Field
Mark Springer Youth Travel Grant Application
Application Deadline April 2, 2010

Please type or print

Club Name ____________________________________________

Club Contact ________________________________________ USATF Club # ______________

Street Address ____________________________________________

City _____________________________ State _____ Zip____________________

Phone: Work __________________________ Home __________________________

E-Mail Address ____________________________________________

Years of USATF Club Membership ____________________________

Name of athlete(s) you expect will benefit should your club be awarded this grant (attach additional sheet if needed):
________________________________________________________

Has your club received a USATF Travel Grant in the past?  ❑ Yes  ❑ No
If yes, what year(s) did you receive the grant? __________________________

Did any of your club’s athletes participate in one or more of the eligible USATF National Championships in 2009?  ❑ Yes  ❑ No
If yes, please list the athlete(s) name and their championship(s) result.

If selected, which 2010 USATF National Championship competition(s) will your athlete(s) compete in?
(If selected, check all that apply)
❑ USA Junior Outdoor Track & Field Championships
❑ USA Youth Outdoor Track & Field Championships
❑ USATF National Junior Olympic Track & Field Championships
❑ USATF National Junior Olympic Cross Country Championships

The following information is required:
On a separate sheet of paper, please tell us about your club/athlete(s). Specifically, explain how your club has participated in one or more of the four USATF National Championships (as listed above) in the past and, more importantly, how a Mark Springer Youth Travel Grant will impact your club and athletes in 2010.

Travel grants may be used for 2010 USA Junior Outdoor Track & Field Championships, USA Youth Outdoor Track & Field Championships, USATF National Junior Olympic Track & Field Championships or USATF National Junior Olympic Cross Country Championships. Clubs approved for reimbursement must submit travel receipts and Win With Integrity pledge forms before receiving the grant.

Applications can also be downloaded from the USATF Website at www.usatf.org/clubs.

Submit completed application by April 2, 2010 to:
Mail: USATF, Attn: Youth Programs, 132 East Washington St., Suite 800, Indianapolis, IN 46204.
Fax: 1-800-833-1466 (Attn: Marilyn Turner)
E-mail: Marilyn.Turner@usatf.org
Waiver Reconciliation Form

(NOTE: This reconciliation form is only for athletes with waivers)

Region # __________

Youth Girls

Individual Events __________ x $8.00 = __________

Pentathlon __________ x $20.00 = __________

Youth Boys

Individual Events __________ x $8.00 = __________

Pentathlon __________ x $20.00 = __________

Intermediate Girls

Individual Events __________ x $8.00 = __________

Heptathlon __________ x $24.00 = __________

Intermediate Boys

Individual Events __________ x $8.00 = __________

Decathlon __________ x $24.00 = __________

Young Women

Individual Events __________ x $8.00 = __________

Heptathlon __________ x $24.00 = __________

Young Men

Individual Events __________ x $8.00 = __________

Decathlon __________ x $24.00 = __________

TOTAL FEES__________
Form 13 USA Track & Field
Request for Reimbursement

Program Account: ___________________________
Date check needed: __________________________

PLEASE PRINT OR TYPE

Make Check Payable To:

Name: ____________________________________
Street Address: _____________________________
City: ______________________________________ State: _______ Zip: 

Social Security Number (required for honoraria):________

For Honoraria, please attach a list with names, addresses, and social security numbers. Honoraria check must be paid directly to the recipient.

REIMBURSEMENT OF EXPENSES (Receipts must be attached)

Transportation: $ ____________
Food and Housing $ ____________
Per Diem: $ ____________
Telephone and Office: $ ____________
Postage and Printing: $ ____________
Other: ____________ $ ____________
TOTAL: $ ____________

PAYMENT FOR SERVICE: $___________________

Description to appear on check: ____________________________________________

For USATF Office Use:
Account ____________________________ Due Date _________
____________________________________ Staff Approval _______
Special Instructions: Accounting Approval

Return form to:
USATF Accounting
132 E. Washington St.
Indianapolis, IN 46204
Workshop

Section 1 Introduction

In 2008, the USATF Youth Athletics Committee sponsored the first Youth Administrators Training and Development Workshop which has become an annual event.

The goal of the workshop is to provide a better understanding of the youth programs, events and services. Each year the Training and Development Sub-Committee identifies topics to provide up-to-date and educational information to the youth program administrators. An overview of the Youth Division is given by the National Youth Chair to share upcoming youth program changes and plans.

The workshop encourages participants to establish contacts and develop friends who can assist one another and share best practices in the day to day operations and administration of the youth programs.

Section 2 Workshop Subsidies

USATF provides a subsidy to each association to send one individual to the Youth Workshop. The subsidy changes each year; in 2010, the subsidy to each association will be $350 for travel and lodging. The association is required to file for reimbursement following the workshop.

Associations that send more than one representative must pay an additional fee per each additional person to cover the Group Meeting Package (meals and meeting rooms) for the additional attendee(s). These attendees will also be expected to pay their own lodging and travel expenses.

Section 3 Workshop Schedule

Initially, the workshop was held in the spring. In 2010, it was decided to hold the workshop in conjunction with the USATF Annual Meeting.

It had been noted that a number of Associations had been unable to attend in the spring. As most Association do attend the Annual Meeting, it is expected that this change will better support the participation of all associations.

The workshop activities are scheduled as follows for 2011:

<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
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<tr>
<td>9:00 a.m. - 5:00 p.m.</td>
<td>8:30 a.m. - 10:00 a.m.</td>
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<tr>
<td>7:00 p.m. - 9:00 p.m.</td>
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Each Association representative will be provided with one meal package which includes:

- Wednesday: Continental Breakfast, Lunch, and Banquet
- Sunday: Continental Breakfast
Section 4 Workshop Registration
Registration and information is available on the USATF website. The special link to the workshop is provided each year to youth members in an email announcing the event.
Information on the web site includes the Schedule, Participant Information and Registration.

Section 5 Workshop Agenda
There are six key areas that are covered in each workshop as provided in the list below. Under each of the key areas are the subjects that have been covered during the previous workshops.
The topics in each subject area are customized each year to provide the latest information to assist the youth chairs and regional coordinators during the upcoming outdoor and cross country seasons. The organizers include topics recommended by workshop participants during the wrap-up session.

- **Youth Program Overview:**
  - Mission Statement
  - Key Personnel
  - Overview / Walkthrough Youth Manual

- **Focus Sessions for Youth Chairs and Regional Coordinators:**
  - Hy-Tek Overview
    - Setting up Meet
    - Create Merge File // Advancer File // Result File
  - Job Descriptions / Roles & Responsibilities
  - Generating Revenue
    - Grants
    - Sponsorship
  - Rules & Regulations Changes
  - Supporting of Youth Chairs by Regional Coordinators

- **Speciality Topics:**
  - On-Line Registration
  - Background Screening Process
  - Drug Testing

- **Discussion Threads:**
  - Myths & Truths
  - Entry Fees
  - Performance Standards
  - Special Entries
  - Regulation 7/Rule 300. 1(g.) // Sub-Bantams/PeeWees
  - Chain of Command

- **Calendar of Events**
  - Timeline
  - Due Dates
  - Materials Needing Completion
  - Special Events
    - National JO (Disabled Race) 2009
    - IAAF World Youth 2009/2011
    - Youth Olympic Games 2010

- **Guest Speaker**
  - Conflict (Role Playing) (2008)
    - Do’s & don’ts
    - Personal conduct
    - Tactical communication
  - Reading Body Language (2009)
    - Stance // Gestures // Micro - Expressions
Communication Skills

Section 1 Introduction

The following four communication skills are very helpful for mentors to develop and practice. These skills are particularly useful when your goal is to open up communication with a young person. They are also useful skills that you can help your mentee develop.

Section 2 Active Listening

Active listening is an attempt to truly understand the content and emotion of what the other person is saying by paying attention to verbal and non-verbal messages. The task is to focus, hear, respect and communicate your desire to understand. This is not the time to be planning a response or conveying how you feel.

Active listening is not nagging, cajoling, reminding, threatening, criticizing, questioning, advising, evaluating, probing, judging or ridiculing.

Skills to Use:
- Eye contact;
- Body language: open and relaxed posture, forward lean, appropriate facial expressions, positive use of gestures; and
- Verbal cues such as “um-hmmm,” “sure,” “ah” and “yes.”

Results of Active Listening:
- Encourages honesty — helps people free themselves of troublesome feelings by expressing them openly;
- Reduces fear — helps people become less afraid of negative feelings;
- Builds respect and affection;
- Increases acceptance — promotes a feeling of understanding; and

When you actively listen, you cooperate in solving the problem — and in preventing future problems.

Section 3 “I” Messages

These messages give the opportunity to keep the focus on you and explain your feelings in response to someone else’s behavior. Because “I” messages don’t accuse, point fingers at the other person or place blame, they avoid judgments and help keep communication open. At the same time, “I” messages continue to advance the situation to a problem-solving stage.

For example: “I was really sad when you didn’t show up for our meeting last week. I look forward to our meetings and was disappointed not to see you. In the future, I would appreciate it if you could call me and let me know if you will not be able to make it.”

Avoid: “You didn’t show up, and I waited for an hour. You could have at least called me and let me know that you wouldn’t be there. You are irresponsible.”

Take care that the following actions and behaviors are congruent with an honest, open heart:
- Body language: slouching, turning away, pointing a finger;
- Timing: speaking too fast or too slow;
- Facial expression: smiling, squirming, raising eyebrows, gritting teeth;
- Tone of voice: shouting, whispering, sneering, whining; and

1. Courtesy of Mass Mentoring Partnership, Mentoring 101 Training Curriculum.
Choice of words: biting, accusative, pretentious, emotionally laden.

Results:
"I" messages present only one perspective. Allowing the other person to actually have a point of view and hearing it doesn’t mean that he or she is right. "I" messages communicate both information and respect for each position. Again, this skill moves both parties along to the problem-solving stage.

Section 4 Paraphrasing
Paraphrasing focuses on listening first and then reflecting the two parts of the speaker’s message — fact and feeling — back to the speaker. Often, the fact is clearly stated, but a good listener is "listening between the lines" for the “feeling” part of the communication. Using this skill is a way to check out what you heard for accuracy — did you interpret what your mentee said correctly? This is particularly helpful with youth, as youth culture/language change constantly. Often words that meant one thing when mentors were young could have an entirely different meaning for youth today.

Examples for fact:
• “So you’re saying that . . .”
• “You believe that . . .”
• “The problem is . . .”

Examples for feeling:
• “You feel that . . .”
• “Your reaction is . . .”
• “And that made you feel . . .”

Paraphrases are not an opportunity to respond by evaluating, sympathizing, giving an opinion, offering advice, analyzing or questioning.

Results:
Using active listening skills will enable you to gather the information and then be able to simply report back what you heard in the message — the facts and the attitudes/feelings that were expressed. Doing so lets the other person know that you hear, understand and care about his or her thoughts and feelings.

Section 5 Open-Ended Questions
Open-ended questions are intended to collect information by exploring feelings, attitudes and how the other person views a situation. Open-ended questions are extremely helpful when dealing with young people. Youth, teenagers especially, tend to answer questions with as few words as possible. To maintain an active dialogue without interrogating, try to ask a few questions that cannot be answered with a “yes,” “no,” “I don’t know,” or a grunt.

Examples:
• “How do you see this situation?”
• “What are your reasons for . . .?”
• “Can you give me an example?”
• “How does this affect you?”
• “How did you decide that?”
• “What would you like to do about it?”
• “What part did you play?”

Note: Using the question “Why did you do that?” may sometimes yield a defensive response rather than a clarifying response.

Results:
Because open-ended questions require a bit more time to answer than close-ended questions (questions that can be answered by “yes,” “no,” or a brief phrase), they give the person a chance to explain. Open-ended questions yield significant information that can in turn be used to problem solve.
Youth Athletics Division
Training and Development Manual

Youth Athletics Procedures
Youth Athletics Committee Operating Procedures

Approved Revision
December 2005

Section 1  Name
The name of this Committee shall be the Youth Athletics Committee of USA Track & Field (USATF), hereinafter referred to as "this Committee".

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 sectional 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 representative 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:**

1. **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

2. **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 Election: The Youth Athletics representatives of the Associations within each zone shall elect a zonal representative to serve a two (2) year term. Elections of zonal representative shall be held in the year following the election of the Youth Athletics chair.

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 zone representative may designate an alternate to represent the zone.

C Duties: The zonal representatives shall:

a. Serve on the executive committee;

b. Communicate with the regional coordinators within the respective zones;

c. Assist the regional coordinators within the respective zones with the coordination of regional activity;

d. 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;

e. Assist the Site Evaluation Subcommittee when any national championships meet is proposed in the zone;

f. Represent, without bias, the consensus of opinion of the zone on matters placed before the executive committee;

g. With the cooperation of the regional coordinators and the Associations, develop plans to strengthen the Associations within the respective zones;

h. 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:

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<tr>
<th>Sport Subcommittees</th>
<th>Administrative Subcommittees</th>
<th>Representation to/from Other Committees</th>
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<td>Track</td>
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<td>International Competition</td>
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<td>Standards</td>
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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.

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.

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:
   a.  **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
   b.  **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:
   a.  **Tabled items:** To act on a tabled amendment proposal;
   b.  **Conform to law:** To make the Operating Procedures conform to federal or local law or regulation;
   c.  **Conform to Bylaws:** To make the Operating Procedures conform to the USATF Bylaws or Operating Regulations;
   d.  **Conform to Rules:** To make the Operating Procedures conform to the USATF Rules of Competition;
      or
   e.  **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.
YA Procedure 100: Entry Information Procedures for the JO Program

1 USA Track & Field uses online registration for entry and advancement through the Junior Olympic Program. All entries including relays for Track & Field or teams for Cross Country must use this entry method at the first round of entry, either a preliminary meet or an Association Meet. Once this entry is processed, advancements will pass on to the next level of competition and athletes, Relays, and Cross Country Teams must declare their participation online.

   a. Online registration for each individual athlete requires the following:
      i. USATF Membership Number and Club Number.
      ii. Complete and submit the Participant Waiver & Release Form and turn into meet management at the first level of competition.
      iii. Per USATF Rule 300 (i) verification of birth based on a copy of birth certificate, certified baptismal record, driver's license, passport, or U.S. government identification sent to the athlete’s Association membership chair to verify birth in the local Association membership database.
      iv. Payment of entry fees at the time of registration unless otherwise stated in the meet information. Online entry only accepts VISA or electronic check.

   b. In track and field, Relay Entry/Advancement requires the following:
      i. Registration as a USATF Member Club.
      ii. Selecting athletes of the same age division and sex.

      Refer to Youth Athletics Procedure 103, Junior Olympic Relay Procedures, for detailed requirements of relay entry.

   c. In cross country, Team Entry/Advancement requires the following:
      i. Registration as a USATF Member Club.
      ii. Selecting athletes of the same age division and sex.

      Refer to Competition Rule 305.3 for detailed entry procedures.

2 Advancement will be handled electronically via the Online Entry System. Association Youth Chairs and/or Regional Coordinators are responsible for sending advancement files to the next level of competition.

3 Preliminaries meet directors shall forward a backup file to their Association Youth Chair or Designee no later than 24 hours after the conclusion of the meet with instruction on the number of top place finishers who should be advanced in each event.

4 Association Youth Chairs shall forward a backup file of their complete results to their Regional Championships meet director no later than 24 hours after the conclusion of the meet.

5 Regional Coordinators shall forward a backup file of their complete results to Henry McCallum at hacca77@verizon.net no later than 24 hours after the conclusion of the meet.
YA Procedure 101: Awards

(per Rule 305.4)  
Rev. 1, 11/2010

1 USATF will furnish awards for all recognized USATF Junior Olympic competitions. Awards will be furnished only if the following documents have been submitted to the National Office at least 21 days prior to the competition:
   a. Meet Information Flyer (this flyer must include the list of events by age group, and the location, date and time of competition),
   b. Copy of Official USATF Sanction, and
   c. Junior Olympic Award request application.

   **NOTE:** Items b. and c. are also available from USATF Associations.

2 USATF Junior Olympics awards are provided free at no cost as follows:

<table>
<thead>
<tr>
<th></th>
<th>Track &amp; Field</th>
<th>Combined Events</th>
<th>Cross Country</th>
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</thead>
<tbody>
<tr>
<td>Developmental meets</td>
<td>top 6 ribbons</td>
<td>top 6 ribbons</td>
<td></td>
</tr>
<tr>
<td>Preliminary meets</td>
<td>top 6 ribbons</td>
<td>top 6 ribbons</td>
<td></td>
</tr>
<tr>
<td>Association meets</td>
<td>top 3 medals</td>
<td>top 3 medals</td>
<td>top 10 medals</td>
</tr>
<tr>
<td>Regional meets</td>
<td>top 3 medals</td>
<td>top 3 medals</td>
<td>top 20 medals</td>
</tr>
<tr>
<td>National Championships</td>
<td>top 8 medals</td>
<td>top 8 medals</td>
<td>top 25 medals</td>
</tr>
</tbody>
</table>

3 Additional awards may be purchased from USATF.
YA Procedure 102: Youth Athletics Relay Procedures

1. In order to enter a relay on-line in the USA Youth Outdoor Championships, all athletes must be USATF members and designated with a USATF Club Number in the USATF Membership Database. Participation of relay teams shall be limited to those clubs that hold a current valid club membership in USATF prior to the on-line registration deadline of the Championships. Any athlete listed in the USATF Membership Database with a club designated in the same division/sex is eligible to run on a relay team of that club.

   **Reminder:** A club must be registered and approved through their local Association before it can be processed at the USATF National Office and put in the USATF National Database. This process takes a minimum of one week.

2. To change club affiliation in the USATF Membership Database, the parent/guardian must contact the association membership chair following procedures in Regulation 7 prior to on-line registration of the relay.

3. When registering on-line, select a relay - 4x100, 4x400, or 4x800 - age division, and sex.
   a. A club’s team roster will appear in alphabetical order on the screen.
   b. Select a minimum of four (4) or a maximum of six (6) athletes for the relay.

   **Note:** the on-line system prevents selecting an athlete from the wrong age group.

4. When registering an athlete in the meet as “roster” but he/she is not one of the six athletes entered on the relay, and is not in any individual events, then, enter the athlete in the event called “other” (relay roster only) for the cost of one (1) individual event. This athlete will then be eligible to run on any relay.

5. When the club’s relay checks in at the clerking area, four athletes must be present to check in to be eligible to run. To change composition of the team, any athlete not listed on the heat sheet, can be substituted by the clerk provided he/she has a competitor number listing him/her with the club in the right division/sex provided he/she does not exceed the eligible number of events.
   a. An athlete may drop an event to compete on a relay team as long as he/she has not competed in any round of that event. A “no show” in an event does not constitute a drop in an event. A change form must be submitted at registration 1 ½ hours prior to the event to be dropped.
   b. If an athlete is listed in the USATF Membership Database with a club and is needed to run, but is not registered in the meet, he/she can be entered in relay “other” (relay roster only) and issued a competition number provided he/she pays the late fee listed in the meet information.

6. All participants shall wear a top of a same color as well as shorts of a same color at this National Championships. The Games Committee shall assign an individual to review colors of team uniforms in the clerking area.
YA Procedure 103:  Junior Olympic Relay Procedures

1. To enter a relay in the Junior Olympic Program, a club coach or administrator must enter the relay online.
   a. In order for an athlete to be eligible to be on a club roster, he/she MUST be a member of USATF and MUST have the club number listed on his/her membership in the USATF Membership Database. Each club must be a current USATF registered club.
   b. Coaches are encouraged to list every eligible athlete in the same division and sex of the club (whether participating in this relay or not) on the roster. Note 1: There must be a minimum of four athletes in the same age division and sex to form a Relay Roster.
   c. Copy the completed relay roster for each age division and sex and enter one roster for each event:
      - 4x100 A, B, C, etc.
      - 4x400 A, B, C, etc.
      - 4x800 A, B, C, etc.

2. The relay must be entered at the first round of competition by the entry deadline of the meet as specified in the entry material whether the preliminary or the association meet.  
   *Once the team is entered at the first level, no additions or alterations can be made.*

3. To declare a relay team into the meet, a club coach or administrator must do the following:
   a. Declare online during the official entry period and pay the applicable entry fees.
   b. When the club’s relay checks in at the clerking area, four (4) athletes must be present to run. To change the composition of the team, any athlete can be substituted provided the athlete has a competitor number and is listed on the club’s relay roster. To drop an event, a change form must be submitted at registration 1½ hours prior to the schedule start of the event being dropped.
   *Note: The substituted athlete may not exceed the maximum number of events he/she is allowed to compete in at the meet per Rule 300.1(e).*

4. To advance a Relay team to the next level of competition, a club’s relay must compete and qualify at the current level. The make up of the relay need not be the same throughout the rounds or various levels of competition as long as the athletes are listed on the original relay roster submitted at the first level.
YA Procedure 104: Hy-Tek Entry

1. These are instructions for Entry Input into Hy-Tek 2.0 Meet Manager.

2. A meet set-up file will be sent to association youth chairs by the regional coordinator. This file should be forwarded to the individual assigned to input the entries for the meet. The file is set up for the national meet; it is the meet manager or timing company’s responsibility to change the event set-up (entry fees, rounds & sessions) to the format used for the preliminary, association and/or region championship meet as needed.
   a. DO NOT change the event names or numbers

3. Format for Entering Clubs
   - **Team Abbreviation** – Association # followed by two letter abbreviation
     - Example: 11PR
   - **Full Team Name** – Enter the team name (no assoc. # or region # needed)
   - **Alternate Abbreviation** – Enter the USATF Club # (optional)
     - This should be done at the association level
   - **Short Team Name** – Enter the same full name or abbreviated version if that does not fit in the field.
     - Make sure the abbreviated name can be distinguished from another team with the same name from a different region
   - Select the appropriate association and region from the drop down boxes

4. Entering Athletes
   - **USATF Membership #** should be entered for all athletes
     - Make sure the option is selected in the set-up
     - Select – Set-Up on the top toolbar
     - Select – Athlete/Relay Preferences
     - Select “Enter Registration Numbers”

5. Entering Relays
   - Enter Relay in the Relay Menu Screen or by selecting the relay event for each athlete
   - A minimum of four and a maximum of six athletes should be selected for the cost of the relay
   - Additional alternates should be entered by selecting the “Other” event from the list of eligible events
   - An entry fee is required for all athletes with the “Other” event selected.

   **NOTE:** The “Other” event is for relay alternate athletes not entered into the meet in any other events and over the maximum of 6 athletes included in the cost of the relay.
Youth Athletics Division
Training and Development Manual

Grievance Guidelines

Section 1  Introduction
It is inevitable that certain members within your Association will, at some time, have a complaint. Some disgruntled members will call the Association Office and make a verbal complaint; some members may be motivated to complain in writing; and yet others will contact the National Office to lodge their displeasure. Likewise, the Association may feel that an individual has acted in a manner so detrimental to the purposes and goals of the sport that she or he should be disciplined. What is the appropriate means of handling a serious complaint from a member or a decision to pursue disciplining a participant in track and field activities at the Association level? The following are some easy guidelines for handling complaints and disciplinary proceedings that have been compiled by the USA Track & Field (USATF) legal department. Please note that by listening, understanding and compromising, many complaints can be resolved. Those that cannot be resolved by diplomacy must, in accordance with federal law, be handled by providing a fair and impartial hearing process, as outlined below.

Section 2  Jurisdiction of Association over Grievances & Disciplinary Matters
USATF Bylaws authorize each Association to handle the disciplinary and formal grievance proceedings relating to matters that arise within the boundaries of an Association. Therefore, it is the Association's responsibility to handle disputes that occur within the Association. This should be done in accordance with the Association's Bylaws. If necessary, the Association must implement a disciplinary or grievance hearing process. If the Association's Bylaws do not provide for a hearing process, the USATF Bylaws may be consulted for guidance. Generally, a disciplinary matter is brought by an Association when it believes a member of the Association or other participant in Association activities has acted in a manner that violates fundamental principles, policies or rules of USATF and the Association. A grievance is a dispute between two parties about any matter that occurs within an Association. Associations may only hold disciplinary or grievance hearings about matters that are not the exclusive responsibility of USATF to resolve, as dictated by USATF Bylaws, Operating Regulations, or organizational policy. Once an Association receives a grievance or pursues a disciplinary action, it should make every effort to resolve the matter informally (i.e. without a formal hearing). Such an effort can only be pursued if all parties to the proceeding agree. The goal of this process is to work with the parties to find a mutually acceptable solution. If the matter cannot be resolved informally, the Association must refer the matter to an "unbiased hearing panel". Generally, a hearing panel should consist of three individuals who are not officers, board or executive committee members of the Association

Section 3  Adequacy of Complaint
An Association member's grievance or an Association's disciplinary action should be in writing and should be filed with the appropriate Association officials; usually the President and Secretary. If the President and/or secretary are named in the complaint, it should be filed with the entire board or executive committee, and an officer or board member not involved in the dispute should oversee the whole resolution process. The complaint should specify the conduct or Association bylaw, rule, or policy violation that has occurred and the resolution sought. In addition, the complaint should be signed by the complainant(s) and notarized.
Section 4 Choosing an Impartial and Unbiased Hearing Panel

“Impartial” or “unbiased”, means that none of the individual(s) serving on the hearing panel have any involvement in the pending matter or close relationship to any of the parties to the proceeding. If a potential panelist discloses a “conflict of interest,” the parties and panelists may agree to proceed despite the conflict, and the person may serve on the panel; but only if all parties are in agreement. If a potential hearing panelist does not disclose a conflict of interest, and one or both parties has/have reason to believe that such individual may be biased, he or she shall not serve on the hearing panel. For example, if Paul files a grievance complaint that has been referred to a panel, his cousin, team member, wife, or best friend should not be selected to sit on the panel. However, if Paul’s cousin discloses the relationship and asserts his/her ability to be impartial, notwithstanding the relationship, the parties may agree to waive any objection to the conflict. This means that after a decision is made, neither party can object to the result on the basis that particular panel member was not impartial. If Paul’s cousin, team member, wife, or best friend does not disclose the conflict, and the opposing party has reason to believe that Paul’s cousin, team member, wife, or best friend may not be impartial, the opposing party may object to the participation of Paul’s cousin, team member, wife, or best friend.

Section 5 The Hearing

WHO SHOULD ATTEND: The hearing, itself, should consist of only the parties to the proceeding (complainant and defendant(s)), any witnesses that may be called to testify, and the hearing panelists. In addition, a party may at his/her own expense be represented by an attorney or other representative. Witness(es) should only be in the hearing room (or on the telephone call) when testifying, unless the parties agree that they may be present at all times. In making this determination, consideration should be given to concerns about privacy and confidentiality. In addition, provisions should be made, although not mandatory, to record the hearing either by a court reporter or tape recording. If a hearing is tape recorded, one individual, who is not a part of the proceeding, should be designated to operate the recording device.

ROLE OF ASSOCIATION STAFF: Association officers and/or staff should not participate in a proceeding, except as required to provide necessary evidence in their possession or the proper interpretation of Association bylaws, rules or regulations. USATF Competition Rules, or USATF Bylaw or Regulation, interpretations should be made by the chair of the USATF Rules Committee, the chair of the USATF Law & Legislation Committee or the USATF General Counsel, respectively.

ROLE OF NATIONAL OFFICE STAFF & OTHERS: If questions of rule interpretation or proper procedure arise during the proceeding, either a party or a panelist may consult with the USATF General Counsel, the Chair of the Law & Legislation Committee and/or the Chair of the Rules Committee. However, said Counsel or Committee Chairs, may only respond to questions regarding the administration of the hearing or the proper interpretation of USATF Bylaws, Regulations or Competition Rules and should not serve to interpret an Association’s Bylaws.

SETTING THE HEARING DATE: Once a panel has been selected, the parties and panelists should work together to schedule a hearing date. However, the panel chairperson should control the conduct of the process. The date should be convenient, allowing both parties sufficient time to prepare a thorough presentation. Except in urgent matters, hearings should typically be held within 30 to 60 days after the matter has been referred to a panel. However, if a party needs more time to adequately prepare, a reasonable delay should be granted at the discretion of the panel chair. The hearing should be rescheduled as soon as reasonably possible. It is a generally accepted legal principle that “fairness” of a hearing process, requires adequate preparation time for both parties. Thus, for example, a hearing that has been rescheduled ten (10) days from the date of the original hearing would generally be considered a reasonable delay. However, a hearing rescheduled fifty (50) days after the original hearing date may be considered unreasonable.

CONDUCT OF HEARING: Once the panel has been confirmed, the panelists should select one panelist to serve as panel chair. Alternatively, the panel chair may be pre-designated or appointed. The panel chair is responsible for presiding over the entire hearing proceeding. Therefore, consideration should be given to leadership skills, when selecting the panel chair. Thus, after consultation with the other panelists, the panel chair should issue the panel decisions regarding requests for delays, pre-hearing exchange of information issues, submission dates for written or documentary evidence, witness statements, and pre-hearing briefs, if necessary.

It is important to note that the formal rules of evidence are not followed in these disciplinary or grievance proceedings. Thus, all relevant evidence should be presented to the panel, which shall reserve the right to
disregard irrelevant information. Lack of relevancy, or repetitiveness, are generally the only valid objections to the presentation of either party’s evidence at a hearing.

Typically, a hearing begins with the opening statements of each party; the claimant presenting first. Next, the complainant presents his/her case, which may include calling any witnesses or presenting any written documentation that s/he deems necessary to establish the allegation(s). The defendant must, however, have the opportunity to cross-examine any witnesses once the complainant has finished his/her direct presentation or questioning. Upon the completion of cross-examination, the defendant will have the opportunity to present his/her case, which may also include calling any witnesses or presenting any written documentation. The complainant should also have the opportunity to cross-examine the defendant's witnesses. After both direct presentations, there can be limited re-direct by either party. It is appropriate for the panel to ask questions regarding any issue(s) that may be unclear, during the course of the hearing. This should be done in a manner that does not interfere with either party's presentation or indicate a bias toward either party's case. Once each party has had the opportunity to re-direct, parties should be given the opportunity to present closing statements. Closing statements should take place in the same order as the opening statement.

If a hearing is held by telephone, the panel and the parties should be aware that the presentation of written evidence must be coordinated in advance. Parties should make arrangements to forward any written documentation to all participants prior to the start of the hearing. Fairness requires that there be full disclosure of written evidence prior to the hearing. (A witness would only receive documentary evidence relevant to his or her testimony.) Also, if witnesses are called during a telephone hearing, the process for cross-examination is inherently more difficult. In this event, any documents the witness may refer to must be distributed in advance to the panel and the opposing party. If, during a telephone hearing, it becomes apparent that all parties do not have the relevant documents, the hearing must immediately be postponed and rescheduled after all documents have been properly distributed.

During the hearing, it is very important for both parties to remember that each side has the right to present his or her case. Thus, parties should be respectful of and not interrupt one another. In addition, as with each party, panelists should be respectful and courteous to all parties and of each other throughout the entire hearing. The panelists should go out of their way to avoid showing bias toward either party's arguments during the hearing process.

POST HEARING ISSUES: If, at the conclusion of the hearing, the panel feels that additional information, testimony or evidence is necessary to make a decision, it may request that the parties submit such additional information, or that an additional hearing date be set. In this event, the hearing will remain open until receipt of the requested document(s) or the additional hearing takes place.

Once the panel has made a final determination, it should render a written decision within a short period of time -- e.g. forty-eight (48) hours. As the written decision does not have to include an explanation, the panel should provide a written opinion explaining the decision, within no more than thirty (30) days.

Section 6 Appeals

The losing party may appeal the Association's decision to a National Athletics Board of Review (NABR) panel, via the USATF National Office, within thirty (30) days of the receipt of the written opinion. In addition, a party may request that the hearing panel's decision be stayed -- not enforced or implemented-- until the appeal has been heard. However, such a request must be filed within thirty (30) days of the Association panel's decision and must be made to the Chief Executive Officer of USATF.
Best Practices & Sponsorship

Section 1  Best Practices

1.1  Tips for a Successful Meet

Tip 1: Selecting the Games Committee
Achieving the highest priorities when preparing for a track meet means that you must select a “Games Committee” of six (6) to ten (10) hard working people. Make assignments based on their knowledge and expertise of the person chosen to fill the position.

Tip 2: Competition Management Plan
The Leader and the Games Committee must create a Competition Management Plan that provides consistent work across the sport. The plan must also contain checks and balances.

Tip 3: Structured Planning Meetings
The most meaningful manner to keep up with progress is to have biweekly meetings in the beginning and weekly meetings two months immediately leading up to the meet.

Tip 4: Program Book
Sell Ads to pay for Printing of book

Section 2  Sponsorship

2.1  People to Contact
This section lists groups of people who can support your event and provides examples of what types of sponsorships they support.

A  National Guard Company
   1.  Tents, large and small
   2.  Portable Generators
   3.  Security Guards

B  Convention and Visitors Bureau (CVB)
   1.  Volunteers

C  Police Department
   1.  Security for Area
   2.  Grants

D  City Council
   1.  Sponsorships (Grants)
   2.  Volunteers
   3.  Officials to give out Awards

E  Sponsorship funds/reduced vouchers
   1.  Burger King
   2.  McDonalds
3. Pizza Hut
4. Wendy's
5. Area Restaurants

F Area High Schools
  1. Upper Classmen for Community Service Hours

G Matching Funds
  1. Wal-Mart
  2. Target

H Gatorade
  1. Coolers
  2. Juice

I Hinckley Water
  1. other local suppliers in your area

J Food Companies that sell Children friendly Items
  1. local suppliers in your area
Facilities

Section 1 Introduction

UNDER DEVELOPMENT

Suggested Topics:
Sample letters to request use of Facilities
Facility Contract: Cost of Facilities, Requirement for Concessions (negotiation for percentage), Use of Equipment, Security, Parking, Secure Storage Area, Restrooms, Custodian/Maintenance, etc.

Section 2 Regional Facility Standards

This section provides guidelines from Region 3 for the facilities to host a USATF Regional Track & Field Championships Meet. This was provided by Inez Finch, Southern Zonal Representative.

Information is provided in the form of a checklist which can be easily adapted for use by the other USATF youth regions.

TRACK
- The track must be an eight (8) -lane 400-meter synthetic surface track.
- Minimum 42” lane widths.
- Lane Stripes, exchange zones and hurdle marks, etc. shall be clearly visible.
- Must have an operable steeplechase.
- Must have an inside curb or rail.
- Track should be well maintained and in good repair.
- The track should be certified as officially 400 meters, at the proper grade, and accurately striped.
- Copy of the track certification shall be obtained.

FIELD
- Minimum of two long/triple jump runways and pits.
- Minimum of two shot put rings.
- One discus ring
- One pole vault pit
- Safety javelin runway and landing areas.
- Two high jump pits.
- Landing areas for javelin, shot and discus must be properly measured and striped.
- Water stations at each track & field area.
- Tents at field events and clerking area.
STAND AND OTHER AREAS

- Must have stand and/or spectator areas to accommodate at least 4,000 participants and spectators.
- Must have adequate warm-up area adjacent to track for warm-up events preparation.
- Must have adequate restroom facilities that are maintained over the weekend to accommodate 4000 plus people.
- Shaded area for officials to assemble and rest.
- Separate clerking areas.
- Packet pick-up and declaration area.

EQUIPMENT

Indicate equipment provided by the facility.

- Nine starting blocks in good working order.
- Ten and one half (84) flights of hurdles
- Standards, bars, and extension for high jump and pole vault.
- Tables (8) and chairs (64) for clerking areas
- Chairs/bleachers for field events
- Adequate P.A. System
- Individual megaphone or separate PA system for clerking area.
- Fully automatic timing
- Back-up media (3 ½” disk, thumb drive. Etc.)
- Wind gauge (3)
- Scale to weigh implements
- One Steel 3000 ft. measuring tape
- Implements for field events (1each)
- Eight red and white sets of flags
- Eight yellow and white sets of flags
- No less than eight (8) walkie talkies
- Batons (10)
- Copy Machine
- Golf cart if possible
Management Plan

Section 1  Achieving Your Highest Priorities - Strategic Outline

A  Three Main Objectives
   1.  Your priorities
   2.  Become better organized
   3.  Become productive overall

B  Planning Process
   1.  Daily (Plan)
   2.  Plan weekly
   3.  Set goals
   4.  Identify values

C  Urgent
   1.  Building
   2.  Pressing Problems -> Prevention
   3.  Deadline Driven (set dated) -> Planning
   4.  Projects, Meetings (set dates) -> Relationship Building
   5.  Reports (set dates) -> Re-creation, Value Clarification

D  Not Important
   1.  Needless Interruption
   2.  Unnecessary Reports
   3.  Unimportant Meetings, Phone Calls, Mail, E-mails
   4.  Other People's Minor Issues

E  Best Practices: Advance Competition Management Plans
   1.  Goal
      a.  To create a generic competition management plan that can be used by a meet manager
      b.  Organize and administer a successful athletic centered competition regardless to size or level of event
   2.  Objectives: Create a competition management plan that
      a.  Provides consistent management across the sport
      b.  Will expand for individual sport needs
      c.  Is compatible with any venue management structure
      d.  Provides check and balances
      e.  Address USATF requirements
3. Competition Management Plan
   a. See Attached chart
   b. Competition secretariat
      (i). Scheduling
      (ii). Seeding / draws
      (iii). Awards
      (iv). Tech. Assistants
      (v). Clerical support
      (vi). Correspondence
      (vii). External communication
   c. Competition Support
      (i). Volunteers
      (ii). Office Equipment
      (iii). Suppliers
      (iv). Transportation
      (v). Communications - Equipment
      (vi). Finances
   d. Athlete Support and Services
      (i). Transportation
      (ii). Warm-up / Cool down
      (iii). Athlete Seating
      (iv). Personal Services
      (v). Medical Services
      (vi). Locker Rooms
      (vii). Lounges
   e. Field of Plan
      (i). Surface and Structure
      (ii). Security
      (iii). Competition Officials
      (iv). Media
      (v). Announcers
      (vi). Warm-up Areas
      (vii). Equipment
   f. Competition Officials
      (i). Schedule / Check-In
      (ii). Service and Support
      (iii). Equipment
      (iv). Training
      (v). Uniforms
      (vi). Transportation
      (vii). Housing
   g. Sports Specific Equipment
      (i). Athletic Equipment
      (ii). Competition Equipment
      (iii). Warm-up Equipment
      (iv). Training Site Equipment
h. Competition Results
   (v). Timing / Scoring
   (vi). Results Quality Control
   (vii). Results - Posting
   (viii). Volunteers

i. Produces
   (i). Announcers
   (ii). Sound / Music
   (iii). Video / Television
   (iv). Technicians
   (v). Video / Photo Technician
   (vi). Scoreboard Technicians
Meet Management Guide

Section 1 Introductory Material

The specific directive was to “Develop and disseminate a Meet Manual on how to conduct a well-run Track & Field meet that ensures USATF meet certification and appropriate officials, support resources, and event scheduling for an enjoyable athletic experience.”

Acknowledgement

The Youth Training and development Subcommittee would like to thank Dr. Becky L. Sisley, Ed. D. for graciously allowing the USA Track & Field Youth to leverage her outstanding work and research. Her Masters Meet manual truly serves as a model for the organization as well as exemplifies a spirit of good will, collaboration and synergy that exists within the USA Track & Field organization. Her generosity will serve to further the advancement of the USATF Youth program and the thousands of kids throughout the United States it serves.

About Becky L. Sisley: A retired University of Oregon professor, Sisley began her “track career” at age 49. She served twice at the Hayward Classic Meet Director, was the USATF Masters Committee Northwest Regional Coordinator from 1997-2003, and has been on the Games Committee for the USA Masters Indoor and Outdoor Championships since 1999. In 2000 she was named Masters Track & Field “Administrator of the Year” and was elected to the Masters Track & Field Hall of Fame in 2001.

Scope

This Manual has been developed as a source of information necessary for the planning of a meet ranging from a low-key developmental meet up through a Youth Regional Junior Olympic Championship. There was no intention to duplicate what is in the competition rule book; however, in some cases there may be references to specific rules. Information that specifically details factors unique to Youth meets has been included.

Role of the Local Organizing Committee (LOC)

The LOC is responsible for the planning and execution of the track & field meet. It will typically be composed of the Chair of the LOC, usually called the Meet Director, and key individuals primarily responsible for each of the component areas. It is important that tasks be clearly identified and assigned to those individuals who make up the LOC. The nature of the meet will affect the size of the LOC and its composition. There are many ways to create a LOC. For a large invitational meet, Association Championships, or Regional Championships the LOC will be larger to fulfill the demands of the many facets of the meet. For a much smaller meet (local club or developmental) the delineation of tasks will not require so large a LOC. In this case the Meet Director usually serves as the top technical official: the Competition Director. Members of the LOC may oversee a wide variety of tasks and serve as liaisons to individuals who may be responsible for particular tasks, but who do not serve on the LOC.

Meetings of the LOC should be held about every two to three weeks during the early planning stages and they might be held weekly in the last month. Being alert to items in the suggested timeline may assist in determining the need for a meeting. It is likely that some meetings will focus on major components or tasks to be completed, e.g. budget preparation.

About the Organizational Chart

There are many ways to depict an organizational chart. A sample organization chart is shown in Figure 1, Sample Meet Organization Chart, on page 4. The titles given to individuals on the LOC who are assigned various responsibilities include director, officer, liaison, coordinator, or facilitator. For a small/local meet the organizational chart depicting the structure probably will not be as complex as the one shown in this manual, and one individual may oversee numerous component areas. The main concern is that all the functions needed for
the success of the meet are clearly delegated to specific individuals. As noted in the chart, some meet personnel have been given titles which are customary to identify those with major responsibilities.

**Words of Advice for the Meet Director**

There are many component areas that must be managed to host a successful track and field meet, and within these areas are numerous tasks to be completed, often in a chronological order. It is critical that the Meet Director effectively delegate responsibilities to individuals who have the skills, interest, and time to complete the assigned tasks. In addition, the Meet Director must make sure that the policies and procedures used by the LOC are clear and that they are followed. A definite chain of command must exist in the decision-making process. This is especially critical when establishing protocol with potential sponsors. There is no reason to duplicate efforts or give potentially conflicting information. It is the Meet Directors role to clarify these responsibilities and to assist the various volunteers as needed. It is important to let these key people do their jobs, to check in with them, and to have them report at LOC meetings. The Meet Director has the authority to ensure the accountability of individuals assigned responsibilities. The ultimate success of the meet is dependent upon the effective delegation of responsibility to competent volunteers and employees, as may be the case for larger meets.

**How to Use this Manual**

The organization of this Meet Manual was meant to be “user friendly.” Many of the concepts and tasks described are included in more than one place as they have an impact on several component areas of the meet. A number of the tasks/activities have been cross-referenced to allow the reader to see the interrelationship of various functions and to give further detail under a separate section of the Meet Manual. Duplication is not a concern; the primary goal is that all the many details necessary for hosting a quality meet are understood so they can be carried out during the meet.

It is recommended that the Meet Director first read through the Section 1, “Introductory Material” on page 1, and Section 2, “Component Areas with Identification of Major Tasks” on page 5, to get an overview of the responsibilities of hosting a meet. Next Section 3, “Suggested Timeline of Tasks” on page 8, will give an understanding of what must be done and when. After this, the more detailed Section 4, “Elaboration of Tasks” on page 13, will help the Meet Director decide who is appropriate to be delegated major responsibilities. Special attention must be given to all references of “youth specific” rules, equipment, implements, procedures and rules. These elements of the meet are critical to the athletes. The “Suggested Timeline” should be used to build agendas for LOC meetings, and the “Exhibits” will give the Meet Director samples of actual documents, which can be used as references in carrying out many of the tasks necessary to ensure a successful meet. It is suggested that relevant portions from the “Component Areas and Checklists” be distributed to those responsible for execution of specific tasks, and that this information is shared with other appropriate meet personnel.

**About the Timeline**

The nature of the meet affects the optimal timeline for the meet. Planning for a low-key meet designed primarily for local area entrants may not begin until 4-6 months before the meet date, while the site for a Regional Junior Olympic Championship meet may be selected more than a year in advance with planning meetings commencing 8-10 months out. The timeline in this Meet Manual should serve as a guide for the LOC in planning and conducting the meet.

**Elaboration of Selected Tasks**

In order to assist the first-time meet organizers, the details are elaborated for some of the tasks listed in the timeline. These “elaboration of tasks,” as indicated in the timeline, are included in a separate portion of this manual immediately following the timeline. They are really the “how-to’s” of many of the tasks necessary to conduct a successful meet.

**Component Areas and Checklists**

This part of the manual gives further details to each of the component areas. It is projected that this way of organizing information may be helpful to those with little or no experience in meet management. The checklists are guides to ensure that all the little details are attended to and completed.
Other

During the process of planning and conducting the meet, those individuals involved in managing component areas or key tasks should keep a list of “Lessons Learned.” These notes will be extremely beneficial the next time a LOC hosts a meet. The Meet Director should collect these lists at the wrap-up meeting.

A Starting Point

Below are some of the critical elements (who, what, where and when), which set the stage for conducting a meet. For effective meet management, the following factors must be identified:

1. Type of meet,
2. Who is hosting the meet,
3. Date of meet, and
4. Location of the meet.

All these elements must be determined early. Refer to the “Suggested Timeline” section of the Manual.

What Kind of Youth Track & Field Meet? (the nature of the meet)

- Developmental meet held at new location
- Local club meet - may be annual event
- Local club invitational event
- USATF Preliminary Qualifying Junior Olympic Meets
- USATF Association Junior Olympic Championships
- USATF Regional Junior Olympic Championships

Who is Hosting the Meet?

- Local club
- USATF Association
- Local club with Regional Coordinator input
- Regional Coordinator with various representatives

When? (Determine at least 6 -10 months ahead)

- Clear date to fit into Youth regional calendar of events
- Avoid conflicts that might affect participation
- Availability of facility

Where?

- Site visit - need to know the facility
- Ability to hold all required events if a championship meet, e.g. steeplechase and hammer
- Impact of location of field event venues on schedule of events
- Overlapping of throwing venues?
- Special amenities, e.g. access to automatic timing
- Facility crew availability
- Rental cost
Figure 1 Sample Meet Organization Chart
Section 2 Component Areas with Identification of Major Tasks

The component areas listed here are not stand-alone units. Many of the activities in these areas interface with other activities in different component areas. The size of the meet will govern whether or not one individual oversees the activities in a particular area and how the activities and subsequent tasks are broken down within each area. The Local Organizing Committee (LOC) is responsible for the execution of all the activities within the component areas and thus oversees the entire planning and conduct of the meet. Those activities/tasks that are normally exclusively determined by the LOC are listed directly below. Many of these activities are included in the checklists and some have been clarified in the “Elaboration of Tasks” section of the Manual. Below this LOC listing are the component areas with identification of the major activities/tasks included with each area.

**LOC – Administration/ Personnel/ Meet Operations**

Note: These activities are in the timeline and may appear in component area checklists; but there is no separate LOC checklist.

- Oversees, coordinates entire meet - **Meet Director**
- Schedule of events
- Entry deadline, if there is day-of-meet registration
- Entry form
- Entry processing - **Computer Operations Director**
- Registration and packet pick-up - **Registration Coordinator**
- Awards: determination, selection, purchase
- Set-up for support services- traffic flow, signage, etc.
- Volunteer coordination - **Volunteer Coordinator**
- Medical support – **Safety Officer**
- Resource materials for PA announcers
- **Financial Management** - **Financial Officer**
- Budget preparation, management, reports
- Cash box
- Guidelines for fund raising
- Meet sponsors, event sponsors, concessions, sales of merchandise
- “Application for Sanction”
- Insurance: “Certificate of Liability Insurance”
- “Post-Event Report Form”

**Marketing/Media Relations**

- Publicize meet date
- Entry form distribution
- Fund raising activities: sponsors of varying levels, including “in kind” sponsors
- Liaison with Computer Operations- web site information, etc.
- Printed meet program - **Program Coordinator**
- News releases
- Media coverage
- Submit results

**Support Services**

- Meet Headquarters
- Athlete services
- Registration and packet pick-up
- Volunteer Services - Volunteer Coordinator
- Hospitality and **Special social event**
Youth Athletics Division Training and Development Manual - Meet Management Guide

- Awards distribution
- Medical Support
  - Safety Officer
  - Athletic Trainers
  - Massage
  - Physician
  - Ambulance-EMT
  - First Aid supplies
  - Water and electrolytes on field
  - Communication links
  - Liaison with Competition Director

Facilities and Equipment
- Competitive venues set up
- Equipment necessary for meet
- Implements meet will supply
- Timing System (Fully Automatic Timing)
- Tents and booths
- Set-up for support services (layout - traffic flow, signage, etc.)
- Communication links - field, clerk, announcer, computer, finish line, etc.
- Restrooms
- Fluids on field
- Two-way Radios / Walkie-Talkies

Competition and Competition Director
- Games Committee (all or selected members of the LOC)
- Communication with Association Youth Chair or Regional Coordinator
- Event schedule
- Conduct of the meet
- Adherence to Rules of Competition
- Knowledge and application of youth specific rules
- Appeals procedure
- Youth rules that differ
- Printed meet program information related to conduct of meet
- Liaison regarding facilities and equipment needs
- Liaison with Coordinator of Officials
- Liaison with Computer Operations Director
- Determination of heats and flights
- Recorder of Records; Relay Coordinator
- Public address announcers

Officials and Officials Coordinator
- Liaison with Competition Director
- Liaison regarding facilities and equipment needs
• Solicitation and assignment of officials
  Referee(s)
  Jury of Appeals (for Championship meets)
  Race walk judges
  Head judges
  All other officials
• Adherence to Rules of Competition
• Knowledge and application of youth specific rules

**Computer Operations – Computer Operations Director (IT Specialist)**
• Obtain necessary hardware and software
• Set up meet management software
• Entry form
• Web site information
• Purchase computer supplies
• Data entry
• Entry verification
• Paper flow
• Liaison with **Competition Director**/LOC
• Seeding for events
• Prepare event sheets
• List of entrants and events
• Print results after each event
• Complete set of competition results
• Results for media and publications
• Computer network (links to appropriate places)
Section 3  Suggested Timeline of Tasks

This timeline is set for a meet which is scheduled for the last weekend in June.

Note: For a small local meet, with fewer than 100 entries projected, it may be reasonable to adapt this timeline within a 5-6 month period. Informal developmental meets might be organized in even less time, as arrangements will not be as complex. A double asterisk (**) indicates tasks that may be primarily for larger meets.

8-9 months before meet  (September/October)
- Solicit potential members of the LOC
- Conduct initial planning meeting - naming of Meet Director, if not yet determined
- Define kind of meet and give it a name
- Select site, determine date and receive confirmation for use of venue
- Formalize LOC
- Initiate communication with the Youth Track & Field Chairperson in your local USATF Association (or Regional Coordinator if appropriate, for championship meets)
- **Identify potential major meet sponsors
- Secure USATF forms for sanctioned events (available at www.usatf.org/events/sanctions application/download/): Application for Sanction, Request for Certificate of Liability Insurance, Post-Event Report Form, and Accident, Report Form

6-7 months before meet  (November/December)
- Add event to the USATF Calendar (www.usatf.org/calendars)
- Identify additional personnel to oversee designated tasks, e.g. awards distribution
- Identify competitive events - if Association or Regional Championships, USATF Competition Rule 301 which stipulates the events to be held
- Determine schedule of events (see examples: Exhibit A:, One-day Meet Schedule (Sample 1), and Exhibit B:, Two-day Regional Championship Meet Schedule (Sample))
- Begin work on entry form (see Details-1 on page 13)
- Determine entry deadline, including if there will be a day-of-meet registration
- Publicize meet date and contact information (see Details-2 on page 14)
- Determine if there will be concessions
- Develop budget (see Details-3 on page 14)
- Discuss marketing plans and promotional materials
- Establish fund raising guidelines for sponsors, ads, etc. (see Exhibit C:, Fund raising Guidelines (Sample))
- **Solicit major meet sponsors
- Consider specific event sponsorships for smaller and larger meets
- Discuss services and benefits for officials and volunteers
- **Decide if a social event (athlete’s party; pasta dinner, etc.) will be held
- Determine awards (see Details-4 on page 14)
- Determine if meet will have youth specific equipment (see Details-5 on page 15)
- Make preliminary arrangements for fully automatic timing (F.A.T.) equipment and operator
- Determine Games Committee members

6 months before meet  (end of December)
- Sign contract with venue, if appropriate
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- Finalize entry form  See Form 1, Sample JO T&F Individual Entry - Advancement,
- Confirm major sponsors and finalize agreements  See Exhibit D., Meet Sponsor Agreement (Sample),
- Set up computer software program
- Arrange for meet headquarters  See Exhibit E., Meet Headquarters Agreement (Sample),
- Submit USATF sanction application and fees (forms and fees are available at www.usatf.org/events/sanctions/application/download/)
- Have volunteers confirmed for various key tasks/activities. Define tasks for these individuals

4-5 months before meet  (January and February)
- Identify vendor for T-shirts
- Begin design work on meet logo for T-shirt and possibly program (see Details-6 on page 15)
- **Identify printer for meet program
- **Determine basic content for printed meet program (see Details-7 on page 16)
- Identify vendor for concessions, if appropriate (may not have a choice if using services at an institution)
- Purchase awards
- Focus on detailed planning for the meet: facilities and equipment
- Make contact with officials’ organization to put meet date on calendar
- Begin to distribute entry forms (see Details-8 on page 17)
- Begin planning for support services and volunteer needs

4 months before meet  (by end of February)
- Submit calendar entry to USATF Website for publication.
- Make preliminary arrangements with T-shirt supplier/printer (for athletes, volunteers, officials, and meet personnel)
- Purchase competition bib numbers, hip numbers and safety pins
- Confirm if meet will have Youth specific equipment and implements

2-3 months before meet  (March and April)
- Insurance: If you have 3rd parties (facility, park, college, municipalities) that need to be added as additional insured’s to the USATF general liability insurance policy submit the Request for Certificate of Liability Insurance form to your local association office.
  This form is available at www.usatf.org/events/sanctions/application/download
- Stock entry forms in fitness centers, sporting goods and running stores
- Submit articles about meet to appropriate publications: e.g. National, Regional, and local News (due 10th of previous month)
- Focus on planning for medical aspects, hospitality, and special events
- Discuss hospitality plans for officials, volunteers, and meet personnel
- Develop list of equipment needed
- Make arrangements for “Youth specific” equipment needs, e.g.30” hurdles
- **Consider booth for “in kind” equipment supplier, if appropriate
- Identify needs for tents and booths
- Secure key officials: Referee(s), Clerk of Course, etc.
- Provide officials organization with event schedule, number of athletes and list of specific needs for officials (Note: Officials’ organizations will function differently among the various associations in terms of assigning or helping to secure officials for meets; the Coordinator of Officials may need to personally contact each of the officials.)
- Make contact for race walk judges
- Begin to process entries as they arrive (see Details-9 on page 17)
- Determine appeal procedure
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- Begin the process of soliciting volunteers for the meet (see Details-10 on page 18)
- ** Begin to solicit advertising for printed meet program

1 month before meet (May)

- Restock entry forms in fitness centers, sporting goods and running stores
- Prepare relay guidelines and relay entry form See YA Procedure 103: Junior Olympic Relay Procedures and Form 2 (Continued) Sample JO T&F Relay Roster Back of Form from the Forms Section.
- Define day-of-meet registration procedures, if appropriate
- Clarify check in/declaration procedure for athletes
- Develop content for “Important Information for Athletes” for program or packet (see Details-11 on page 19)
- Develop list of volunteers needed and begin to solicit
- Consider possible sources for food and beverage needs for meet personnel
- Secure and confirm medical personnel: physician at meet, athletic trainers, masseurs, EMT, Safety Officer
- Define facility preparation needs
- Submit facility set-up specifications to those in charge of implementing See Exhibit F:, Track Meet Set-up Request Sheet (Sample),
- Solicit officials for the meet starting with head field judges and head running officials
- Secure officials for all events, including race walk judges
- Secure equipment for paper flow: copy and fax machines; secure extra copy machine if necessary for meet. Note: for small meets a print/copier is useful.
- Ensure that all conditions exist that will enable U.S. and World Records to be set (see Details-12 on page 19)

3-4 weeks before meet (early June)

- Receive meet program materials from sponsors
- Continue to solicit volunteers
- Submit article to local newspaper to solicit volunteers
- Determine site layout and traffic flow including location for packet pick-up, officials and volunteer check-in, awards, posting boards
- Determine how to post results (see Details-13 on page 20)
- Prepare list of signage needs
- Have awards in hand [medals, ribbons, and patches (for championship meets)]
- Determine tables/chairs, etc. needed for these areas: Clerk’s Circle, packet pick-up, day-of-meet registration, awards, merchandise sales, other - ** EXPO space
- Make contact with Hurdle Coordinator to ensure spacing for hurdle events will be marked on the track prior to the meet, provide specifications table
- Prepare “Instructions for Head Field Event Officials” See Exhibit G:, Instruction For Head Field Event Officials (Sample),
- Prepare Meet Evaluation form See Exhibit I:, Meet Evaluation Form (Sample).

2 weeks before meet (mid June)

- Decide on contingency plans in case of rain, lightning, or extreme heat
- Contact media about pre-meet coverage
- Make/order necessary signs, if not done already
- Prepare preliminary list of announcements to be made during meet (see Details-14 on page 20) (kind of items, topics)

4-10 days before meet (late June)

- Order T-shirts with number and sizes and extras for sales (Be sure to know the exact date when the
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order must be called in; it could be more then 10 days out.)
• Submit press release to local media
• Proof printed meet program (have exact date and time established to get proof)
• Determine number of program copies (remember sponsors!)
• Order lunches for volunteers, officials, and meet personnel
• Make reminder contacts with all officials and volunteers and confirm assignments
• Contact referee(s) to confirm responsibilities and clarify paper flow. (This is not necessary if there is a meeting with head officials prior to the start of the meet.)
• Get appropriate tape to mark extra boards for horizontal jumps
• Make sure volunteer in charge of distributing awards has clear understanding of procedures (in some cases there may be photo opportunities, duplicate awards) (see Details-15 on page 21)
• Be sure there are an adequate number of lap time recorder cards. See Exhibit J, Lap Time Recorder Card.
• Schedule wrap-up meeting for LOC

2 days before meet
• Collect materials necessary for day-of-meet registration
• Prepare heat sheets (running events) and flight sheets (field events), properly seeded, using meet management software (see Details-16 on page 21)
• Prepare clipboards for all officials – to include events sheets for head officials (see Details-17 on page 22)
• Prepare list of athletes and events entered (Precise timing will depend when entries close)
• Check meet two-way radios / walkie-talkies and have extra batteries
• Prepare resource packets for announcers (see Details-18 on page 23)
• Stuff packets - may be done just before packet pick-up, if starts evening before meet (see Details-19 on page 23)

1 day before meet
• Pick up T-shirts and printed meet programs
• Verify all paperwork to be distributed is ready
• Staff registration and packet pick-up if scheduled evening prior to meet
• Set up tents for registration, awards, sponsors, masseurs, hospitality, etc.
• Make final check with venue personnel regarding (venue accessibility in the next morning, sprinkler system, equipment requested, field event preparation, etc.)
• Confirm wind gauges needed for meet are in working order
• ** Consider having meeting with all head officials to go over expectations

Day of meet: prior to start of competition
• Set up staging areas and signs - have ready one hour before registration starts
• Perform PA sound check
• Prepare fluid stations
• Post materials - one hour prior
• Distribute walkie-talkies to selected meet personnel, e.g. medical staff
• Distribute clipboards to head officials
• Make sure a steel tape is available (Field Referee and Head Field Judges need to use for record measurements)
• **Set up field communication links between venues and PA
• Ensure that all communication lines/links are working properly

During the meet
• Meet Director - "manage by wandering around"
• Maintain close communications with Volunteer Coordinator and Coordinator of Officials
• Touch base with medical personnel
• Make sure field event crews are fully staffed
• Make sure there are a sufficient number of lap time recorders
• Pick up lunches for meet personnel
• Prepare additional PA announcements as need arises
• Ensure that U.S. and World Records are properly documented (see Details-20 on page 23)

**At conclusion of competition**
• If two-day meet, store meet items securely after first day
• Secure important meet materials, e.g. field event sheets
• Collect clipboards
• Collect meet management materials
• Each day submit results to local newspapers and web site (if appropriate)
• Clean up the facility as required
• Return all borrowed equipment (or week following)

**1-2 weeks following the meet (early July)**
• Send appropriate “thank-you” notes to volunteers, sponsors and officials
• Take meet program and T-shirts to sponsors
• Send results to USATF association and/or regional web sites as well as to USATF for posting on the national web site
• Submit USATF Sanction Post-Event Report Form (to get the form go to www.usatf.org/events/sanctions/application/download/)
• If injuries occurred, submit “First Report of Accident” form (to get the form go to www.usatf.org/events/sanctions/application/download/)
• Hold Wrap-up meeting
• Collect “Lessons Learned” from key personnel
• Continue to receive billings and ensure all expenses are paid
Section 4  Elaboration of Tasks

From the suggested Timeline in the previous section, these tasks provide additional details.

Details-1  Develop Entry Form
(7-8 months before meet; finalized by 6 months before meet)

Reference: See Form 1, Sample JO T&F Individual Entry - Advancement.

Critical elements that should be included on the entry form:

- Name of event
- Location, date, time
- Schedule of events
- General Meet information - include comment about implements, awards, etc.
- Due date, late fees, entry and T-shirt costs
- USATF Membership number and affiliation: club, association, etc.
- Contact person
- Mailing address for entry form return
- Sponsor logos and/or identification
- USATF ADA statement (see note below)
- Athlete waiver/release

Double-check and triple-check for errors; have an “outsider” read for clarity

Notes:

a. If standard championship event(s) cannot be held (e.g. steeplechase) this must be indicated on the entry form. (See Rule 331.3.c. and d)

b. If this is an Association Championships, the Youth Chair should review the entry, and for a Regional Championships, the Regional Coordinator should review the entry.

c. For Association and Regional Championships entry form, the USATF logo should appear. Contact Andy Martin at the USATF national office to secure a transferable logo. (Andy.Martin@usatf.org)

d. Make it clear if entry deadline is “by date received” or “postmarked” date.

e. Sanctioned meets are required to have a place on the entry to indicate if accommodation is needed for a disability. Additional information on this requirement is available online at www.usatf.org/groups/Event Directors/ADA/

f. Examples of “ADA Check Box” language for entry forms:
   - I have a disability for which I am requesting an accommodation (visit www.usatf.org/about/legal/policies/ADA.asp for forms and procedures)
   - My Americans With Disabilities Act Accommodation requested is: ____________ (visit www.usatf.org/about/legal/policies/ADA.asp for forms and procedures)
   - I am requesting an accommodation for a disability as follows: ____________ (visit www.usatf.org/about/legal/policies/ADA.asp for forms and procedures)

Following are a few sample “notes” that may be added:

- All requests for accommodations must be received six weeks prior to the date of competition.
- It generally takes six weeks from the receipt of all relevant documentation to evaluate such requests.
- This section does not apply to athletes competing in the wheelchair or disabled division of the race/event.
- No such requests will be granted if the necessary documentation has not been sent to USATF at least six weeks prior to the date of the competition.

Form 1, Sample JO T&F Individual Entry - Advancement, shows the importance of block spacing for entering critical data, e.g. athlete’s name, address, etc.
**Details-2 Prepare Preliminary Publicity for Meet**
(7-8 months before meet)

- Suggested places to advertise date, contact information, etc.
- USATF Online Calendar: www.usatf.org/calendars/update
- Running publications
- Websites: local club, association, region, other

**Details-3 Develop Budget**
(7-8 months before meet) Reference – See Exhibit K, Sample Proposed / Actual Budget.

- Basic elements to be determined early:
  - Specific entry fees
  - Projected costs for officials if customary to pay
  - Cost for T-shirt (if purchased at time of entry)
  - **For Regional Championships, find out from the USATF Regional Coordinator if there is a regional surcharge of $5 and if the funds are designated for hosting the meet

- Revenue opportunities – See Exhibit C, Fund raising Guidelines (Sample).
  - **Title sponsor
  - **Meet sponsors
  - Other sponsors
  - Event sponsors
  - **Ads in meet program
  - “In kind” donations, e.g. food for volunteers, equipment, items for officials
  - entry fees
  - T-shirt sales

- Major expense items: (this is not a definitive list)
  - Awards
  - T-Shirts
  - Rental of facility, facility personnel - could include F.A.T. costs
  - F.A.T. equipment and operator (may need to be hired)
  - Food for Officials and Volunteers
  - Benefits for Officials and Volunteers (shirts?)
  - **For larger meets: marketing, meet promotion, printed meet program

**Details-4 Determine Awards**
(7-8 months before meet)

- USATF will furnish the awards and bib numbers for Association and Regional Junior Olympic Championships Meets (See Rule 305.5). Crown Awards is the official awards supplier of USATF medals and awards. Follow the requirements in the rule to apply for meet awards.
- USATF will furnish ribbons for developmental meets. Contact Grass Roots and Youth Programs Assistant
- Decide on type of awards you will present (medals, pins, ribbons, etc.)
- Estimate number needed
- Remember dated awards cannot be used after the event
Details-5 Determine if Meet will have Youth Specific Equipment and Implements
(7-8 months before meet)

Details the Competition Director must be concerned with:

- Adherence to Hurdle Heights and Spacing Tables (also includes steeplechase specifications).
  Reference – See Exhibit L: Hurdle Heights & Spacing, Steeplechase Specifications, and Implements.
  (Note: The Track Referee is responsible for adherence at the meet.)

- Make sure the steeplechase barriers and water jump goes down to 30” as this height is mandated for all women.

  This table indicates which age groups use what weight of the various implements. Note: The Field Referee is responsible for adherence to this rule at the meet.

- Extenders will need to be attached to the pole vault standards to ensure that the bar may be set at a low height. See competition book

- The entry form should indicate if the meet will provide all or some throwing implements. (For small meets, it is customary for athletes to bring their own equipment.)

Details-6 Design Meet Logo
(5-6 months before meet)

It is often common to have a meet T-shirt, but this is not required. The same design may be adapted to place on the cover of the meet program. For larger meets, the design could be used on promotional materials. Consider working with a graphic artist or negotiate an art project contest at a school.

Note: For Junior Olympic meets, just a reminder that they Olympic Rings are solely the property of the United States Olympic Committee and may not be used for the Junior Olympic program.

Cost Factors to consider: numbers of colors, number of printed surfaces on shirt, including logos of sponsors and placement

Note: Suggestions:

a. Some prefer to hire the process out to a company that prints shirts to order onsite. This allows the buyer to select the shirt style, and the meet is not stuck with left over inventory.

b. A nice collectable art design on the shirt makes a big difference in terms of shirt sales, and these funds will add nicely to the meet income.

c. USATF has many merchandising opportunities, see their website for more information
Details-7  Initiate Planning and Development of Meet Program
(3-6 months before meet)

Factors to consider: Vision of finished product (stapled pages, small printed program, larger more professional printed program), total number of pages, use of color on cover, purchased ads, specific contents, cost to print, if any programs will be sold, etc.

Below are examples of program content based on nature of the meet:

Small/Local
- Schedule of events
- Important information for Athletes

Association Championships
All above plus the following:
- Meet personnel
  - **List of entrants and their events
  - **Purchased program ads

**Large Invitational/Regional Championships
All of the above plus the following:
- Welcome message(s) from meet director, city/state government officials
- Photographs
- Relay guidelines
- Information articles
- Records from past meets
- Regional Records
- Sponsors ads

Note: Holding off the printing process to include names of most or all the entrants may not be ideal in big meets with larger printed programs. A stapled list of all the entrants could be inserted into program or packet. Most athletes want to see a complete listing of their competitors!
Details-8 Distribute Entry Forms
(2-6 months before meet)

Suggested places/methods for distribution:
• Submit to USATF calendar 2-3 months prior to meet entry deadline
• Mailing to Youth clubs in locale/region of the meet - may print form in newsletters
• Direct mail entries to past and prospective participants
• Submit sample form to Regional Coordinator for inclusion in regional email/newsletter
• Send entry form to those who participated in past meets (check out bulk mail)
• Post in running stores in areas the meet services - be sure to restock the supply
• Consider having forms available at meet sponsors
• Have entry forms available at other meets
• **Put on Association or Regional web sites, if this service is available

Details-9 Process Entries
(4 months before meet – until entries close)

The size of the meet, availability of computer assistance, and the software program used will all affect how data are processed as entries arrive. A well laid-out entry form (Refer to the Forms Section, Form 1, Sample JO T&F, Individual Entry - Advancement) will make it easy to read the data and to avoid data entry errors. As the data are entered, information must also be verified to ensure completeness and accuracy, e.g. entry fee total correct and age on meet starting date matches birth date figures. There may need to be follow-up contacts to secure missing data and respond to problems.

Here are some suggestions:
• Be sure to back up database on a regular basis
• Assign competition numbers when data on individual athletes are entered

Note: It the meet is a combination of two meets in one, it will be necessary to code athletes to differentiate those only in one meet for record keeping and awards distribution. At USATF Nationals, guest competitors are noted with an asterisk. The coding (e.g. 3 or 4 digit contestant numbers) must follow the athlete in the data processing so it appears on the results sheets.
• Create a packet label at the time of data entry with: name, number, events, T-shirt order status, etc.
Details-10 Solicit Volunteers for the Meet

(4 months before meet - possibly until day before)

It is good to start early to identify volunteer needs. The task of securing enough volunteers may continue until right before the meet. The Volunteer Checklist in the Sport Services Area is fairly complete; some tasks may be in both parts of this Manual. The elaboration here gives a more detailed summary of the role of the Volunteer Coordinator. As the planning process develops, members of the LOC will identify volunteer needs. These individuals are separate from the officials.

Tasks for volunteers: Assisting at registration, packet pick-up, awards distribution, hospitality areas, and posting board maintenance; raking of pits, managing performance boards, taking paperwork to the proper locations (“runners”), assisting the announcers (“spotters”), setting up prior to the meet, taking down and cleaning up after the meet.

Suggested process:

• Members of the LOC submit volunteer needs
• Start the list of needs by tasks and adjust as planning for the meet progresses
• Determine volunteer organizations/service clubs that may be able to help
• Consider high school students who need community service activities (contact the athletic director or track coach)
• Solicit volunteers from service clubs, booster organizations, and recreation centers (LOC members may suggest specific contacts)
• LOC may also suggest individuals who might want to volunteer
• Submit article to local newspaper to solicit volunteers
• Continually update the volunteer requirements
• Develop a data base for all volunteers
• Provide a rotating schedule for 2 or 4 hour assignments
Details-11 Prepare Contents for “Important Information for Athletes”
(2 months before meet)

At the time entries are distributed much of the information athletes need to know when they arrive to compete has not yet been determined. Below is the kind of information that would appear in the printed meet program or in the athletes’ packets.

**Competition-related information to include:**

- What to do if you think you might set an age group U.S. or World Record
- Appeal procedure
- Time schedule comments
- Changing events
- Conduct of running events: check-in, first call, last call - report to Clerk’s Circle
- Conduct of field events: first call - report to head field judge
- Measurements in metric units
- Increment progressions for vertical jumps
- Implement weigh-in procedure
- Relay fees, entries and guidelines

**Other information to include:**

- Medical support services
- Hospitality, concessions, social event
- Awards to be given and distribution process

Details-12 Ensure that all Conditions Necessary for Records to be set will exist at the Meet
(2 months before meet)

These are the kind of things that need to be done during the planning for the meet.

- The meet must be sanctioned by USATF
- Have copies of the current U.S. and World Age-group Records available (available at www.usatf.org/statistics/records)
- Have wind gauges for LJ, TJ, 100, 200 and High Hurdle races
- Have hurdles that will go down to 27” for those races that specify 27” hurdles
- Have certified officials to operate the wind gauges and electronic timing equipment
- Have Weights and Measures equipment and certified officials who can ensure the implement used was appropriate for the age-group and gender
- The sector area where the implement lands must be on “approximately the same plane as that of the circle or runway with a maximum allowance of 1:1000 in the throwing direction”
- Have electronic timing for races up to and including 400m
- Have a steel tape available for measurements
- Have a minimum of 5 certified race walk judges: one must have a Masters level certification and at least two more must have National level certification
- Have a competent person designated as the **Recorder of Records**
Details-13 Determine How to Post Results
(3-4 weeks before meet)

This task is really about having adequate space to post important meet information and about maintaining the space as new information/data arrives.

Here are a few suggestions:

• Have distinguishable headings - so athletes can easily locate information
• Highlight the key factors on the posted page: e.g. what event for what age-group(s)
• Post all of the heat and flight sheets an hour before the first competition begins
• Separate running and field events, and men's and women's events
• Separate results from event sheets
• Have one person assigned to do the posting and keep the papers neatly organized
• This individual needs to understand the paper flow pattern and have supplies to maintain the space
• Have the supplies necessary to set up and maintain the posting spaces

Details-14 Prepare Preliminary List of Announcements for PA
(2 weeks before meet)

Listed below is the kind of information that is important to be announced.

• Welcome
• Thanks to major meet sponsors
• Checking in procedures for track and field events
• First and last calls for running events - indicate time to announce, relative to event
• Give reference to the important information in packets or programs (e.g. records, relays)
• Social Event
• Awards distribution procedure
• Specific information about the facility - parking restrictions, etc.
• Special information about any of the competitive events - e.g. how athletes are divided between the two pole vault pits
• Medical support services
• Hospitality for athletes
• Relay guidelines and entry deadline
• Merchandise for sale
• List of event sponsors, if appropriate, to announce at the time the event begins
• Location of lost and found
• Meet evaluation form to complete
• Thanks to volunteers, officials and meet personnel
Details-15 Clarify Awards Distribution Procedure

(4-14 days before meet and to volunteers at meet)

Championship meets (Association and Regional) often have two variables that complicate the distribution of awards: (1) There may be “guest” participants who do not hold USATF membership in the geographical area of the championships, and (2) It is customary to give only one championship patch to a first-place winner from the association/region.

Here are some suggestions to make the award distribution go smoothly:

- If there are “guest” participants, make sure they are coded by computer operations in some way so they can be easily identified (e.g. asterisk by name or different number of digits in contestant number)
- Make sure the volunteer(s) distributing the awards understand the procedure of one patch and that “guest” participants do not displace association/regional athletes at championship meets
- Follow USATF Rules that require that equivalent awards be given to “guest” participants at Regional Championships. Note: There is no ruling relative to Association Championships; so each Association should make a ruling.
- Mark off on the results sheet with a highlighter when an award has been given
- Have a system for noting/recording when an athlete has received a championship patch (could be a paper punch hole on the contestant number)
- Have a system for filing the results sheets so they can easily be found when an athlete comes for an award
- **For larger meets, have one person for field events and one for track events; this is helpful near the end of the meet when there might be a long line at the awards area

Details-16 Prepare Heat Sheets and Flight Sheets

(2-3 days before meet -- or day before)

The “seeding meeting” should take place shortly after the deadline for receiving entries. If there will be day-of-meet entries, preliminary seeding should be done the night before the meet. The later the seeding takes place, the more pressure on meet management to have all the paper work prepared before the meet starts. Day-of-meet entries should only be allowed up until one hour before the event is scheduled to start and only if there is space in the heat or flight. The exception would be for all-comer meets where heat and flight sheets are not prepared ahead of the event, and may not even be used for running events, as names and times will be recorded at the conclusion of each race.

Distribution of event sheets

<table>
<thead>
<tr>
<th>Running event heat sheets</th>
<th>Field event sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer files</td>
<td>Computer files</td>
</tr>
<tr>
<td>PA Head Announcer</td>
<td>PA - Head and/or **Field Announcer (2)</td>
</tr>
<tr>
<td>Photo Timer</td>
<td>Field Event Communications person</td>
</tr>
<tr>
<td>Clerk of the Course (2)</td>
<td>Field Referee</td>
</tr>
<tr>
<td>Track Referee</td>
<td>Head Field Judge for each event (extra sheets for PV and HJ judges)</td>
</tr>
<tr>
<td>Head Finish Line</td>
<td></td>
</tr>
<tr>
<td>Head Umpire</td>
<td>Wind gauge operator for LJ and TJ</td>
</tr>
<tr>
<td>Wind gauge operator for 100, 200, high hurdles</td>
<td></td>
</tr>
<tr>
<td>Folders for all event sheets for:</td>
<td></td>
</tr>
<tr>
<td>PA Announcer (running and field events)</td>
<td></td>
</tr>
<tr>
<td>Posting board maintenance manager (posting format)</td>
<td></td>
</tr>
</tbody>
</table>
Details-17 Prepare Clipboards for All Officials

(2-3 days before -- or day before)

Some of the clipboard preparations may be done before this time, e.g. labeling clipboards to identify who they belong to. Additionally, materials that are on the clipboards other than the heat sheets and field event flight sheets can also be placed on the clipboards prior to the seeding meeting.

Standard Field Event Clipboards

- Items for Field Event Clipboards:
  - Records for the Event
  - Instructions for Head Officials (See Exhibit G: Instruction For Head Field Event Officials (Sample),)

- Pole Vault
- High Jump
- Shot Put
- Discus
- Javelin
- Hammer
- *Weight

Field Referee

Other Clipboards Needs: Running Officials and Special

- Clerk of the Course - needs records
- Photo Timer - needs records
- Track Referee - needs records
- Head Finish Judge - needs records
- Head Umpire
- Wind gauge for running events - event sheets for 100, 200, and High Hurdles
- Relay Coordinator - have guidelines and entry forms (See YA Procedure 103: Junior Olympic Relay Procedures and Form 2 (Continued) Sample JO T&F Relay Roster Back of Form, from the Forms Section.)
- Hurdles Steeplechase - with hurdle heights and spacing table (See Exhibit L; Hurdle Heights & Spacing, Steeplechase Specifications, and Implements.)
- Weights & Measures - with throwing implement table (See Exhibit L; Hurdle Heights & Spacing, Steeplechase Specifications, and Implements.)
- Field Referee - needs records
- Field Communication for field - needs records
- Field Communication for PA booth - needs records
- Lap Counter
- **Scoreboard Operator - event schedule and computer number
Details-18  Prepare Resource Packets for Announcers
(2-3 days before meet)

A couple days before the meet, the Meet Director, Competition Director and Computer Operations Director should provide the following resources that will be available for the meet announcer(s).

- Current U.S. and World Age-Group Records
- Meet records if they exist
- Event schedule
- Meet program (may need to add at the last)
- List of entrants and their events
- List of entrants by number, if possible (this makes identification easier)
- Heats and Flight Sheets (grouped in folders by running and field events) - last to get
- List of announcements (from Task Details-14, Prepare Preliminary List of Announcements for PA, above) that have been updated

Details-19  Stuff Packets – Prepare for Packet Pick-up
(2-3 days before meet)

Packets can be stuffed by volunteers just prior to when packet pick-up begins or several days before. It is possible to actually create the packet at the time of data entry and to enclose the contestant number and four pins. It is recommended separate packets with registration problems (e.g. USATF membership number or incorrect fees so they can be addressed at the time of packet pick-up.

What might be included in the packet(s):

- Contestant number and 4 pins
- Meet program (may be inserted at last moment)
- **List of all participants and their events
- Materials from meet sponsors

Details-20  Ensure that Possible Youth Records are Properly Documented
(during the meet)

- Have record application forms (separate for track and field events) available at the meet (See Forms Section, Form 8, Record Application, and Exhibit M., Format for a Call to Media.)
- Make sure head field judges understand the procedures for measuring a record attempt (Note: The bar must be measured before each record attempt and after each successful vertical jump attempt.)
- Height & distance measurements must be verified by three USATF certified officials
- Make sure the wind gauges are functioning properly and that wind gauge readings are recorded for each horizontal jump or race 200m and below
- The wind gauge operator, the starter and chief photo finish judge must be certified officials
- For throwing records, the implement used must meet weight and specifications required by the rules and the form must be signed by the Weights and Measures certified official
- Signatures and USATF Certification numbers of appropriate officials must be on the form
- Secure accompanying documentation:
  - the meet program
  - complete results of the event
  - copy of the event sheet for field events
  - a printed photo finish photograph for track events
- Remember: All measurements must be in meters and centimeters and the measurement on the events sheet must be the same as on the record form.
Section 5 Checklists - Marketing / Media Relations

The Marketing/Media Relations Area includes the activities that interact with the public (including potential participants), the media and sponsors for the event. Marketing for a small to Regional Championships meet will focus on the following:

1. Getting information out early about the meet,
2. Distributing entry forms,
3. Promoting the meet in the community, and
4. Coordinating fund raising efforts.

There will probably not be ticket sales. Media will be involved with promoting the meet to the community, preparing press releases, and creating the meet program.

It is likely that the LOC will be heavily involved in early planning of the marketing activities. They will brainstorm ideas for fund raising, generate a list of potential meet sponsors and provide guidance to the particular individual(s) who have been delegated specific responsibilities. The LOC will be responsible for developing guidelines for sponsors. They will also provide input regarding the size and content of a printed meet program for the larger meets.

For the purpose of this Manual the following activities/tasks have been selected to be grouped in the Marketing/Media area:

- Publicize meet date
- Entry forms distribution
- Fund raising activities: sponsors of varying levels, including “in kind” sponsors
- Liaison with Computer Operations Director - web site information. etc.
- Printed meet program - Program Coordinator
- News releases
- Media coverage
- Submit results
- Marketing/Media Relations Checklists

Marketing the Meet – General Checklist

☐ Add meet date and information to the USATF Online Calendar  (www.usatf.org/calendars/update)
☐ Submit calendar information to selected publications
☐ Send letter and a couple entry forms to youth clubs in area of meet (of clubs are listed at www.usatf.org/clubs)
☐ **Submit article to appropriate track and field club newsletters - those in your region
☐ Prepare article(s) for Association/Regional Newsletter, if appropriate
☐ Send entry form to those who have attended the meet in the past
☐ Distribute entry forms at other meets
☐ If Regional Championships meet, send entry form (hard copy and electronic file) to USATF National Office before April 1 for mailing to membership (get clearance and procedures from USATF Youth T&F Chair)
☐ Distribute entry forms to local running stores and in other major cities which the meet services
☐ Check supply of entry forms still available in running stores (closer to meet date)
Fund raising for the Meet - Checklist (See Exhibit C, Fund raising Guidelines (Sample).)

- Consider varying levels of sponsorship
- Develop guidelines for sponsors
- Generate list of potential sponsors
- Make contact with possible sponsors
- Contact potential “in kind” sponsors or donors
- Confirm arrangements/contract/ agreement with sponsors
  (See Exhibit D, Meet Sponsor Agreement (Sample).)
- Receive all sponsors’ logos
- Provide sponsors with meet items as appropriate (program, T-shirt, etc.)

Media Relations - Checklist

- Submit article in local newspaper to solicit volunteers for meet (coordinate this with Volunteer Coordinator)
- Prepare pre-meet press release; specifying that there is no charge for spectators
- Make personal contact with local radio and television stations and newspaper after sending the press release
- **Consider having a form that explains how athletes can call their home media**
  (See Exhibit M, Format for a Call to Media.)

**Printed Meet Program - Checklist Program Coordinator**

- Discuss program format and contents with LOC
- Determine contents and who is responsible for preparing material (Refer to Details-7, Initiate Planning and Development of Meet Program.)
- Decide on vendor for printing
- Decide if some programs will be available for sale and the cost
- **Design cover of program**
- **Gather photographs, if appropriate**
- Establish deadlines for submission of material
- Determine program layout and number of pages
- Decide if participants and their events will be included in program
- **Solicit advertising, if appropriate**
- **Get print-ready program materials from sponsors and advertisers**
- **Check on progress of information articles**
- Determine number of programs to print (remember copies for sponsors)
- Determine final date to submit material to printer
- Submit material to printer
- **Proof program**
- Get programs for packet stuffing
Section 6  Checklists - Support Services

It is likely that no one person will coordinate all of the support services as this component area is often overseen by the LOC. Members of the LOC may serve as coordinators for various support services or they may be responsible for selecting, directing, and monitoring other individuals who serve as coordinators.

For the purpose of this Manual the following activities/topics have been selected to be grouped in the Support Services Area:

- Meet Headquarters
- Athlete Services
- Registration and Packet Pick-up - Registration Coordinator
- Volunteer Services - Volunteer Coordinator
- Hospitality
- **Special social event
- Awards Distribution
- Medical Support

Support Services - General Checklist

- Identify individuals to serve as “coordinators” for sub-areas or selected tasks and clarify their responsibilities
- Identify space layout for effective traffic flow
- Identify signage needs and make plans to secure: i.e. Registration, Packet pick-up, Volunteer check-in, Officials check-in, Awards, Athlete Hospitality, Weights & Measures, Clerk’s Circle
- Determine how and where to post information such as heat and flight sheets, results, general meet information, entry forms for other meets, relay entry forms, etc.
- Identify individual to post information and maintain the posting area
- Secure means for posting information and necessary supplies: e.g. pins, tape, scissors, marking pens, bulletin board headings
- Secure parking spaces for key meet personnel
- Plan timing for meet set-up so all pre-meet procedures are ready one hour before the meet
- Make arrangements with vendor for concessions, if appropriate

Meet Headquarters – Checklist

- Identify and confirm meet headquarters
- Execute Memo of Agreement with meet headquarters (See Exhibit E: Meet Headquarters Agreement (Sample).)
- Ask to have a “Welcome Youth/Association/Region T&F Athletes” sign on the marquee
- Confirm arrangements with manager shortly before meet

Athlete Services/Registration, etc. – Checklist Registration Coordinator

- Determine registration and packet pick-up procedures
- Purchase supplies for packets: envelope, labels, pins, athlete bib numbers
- Record data for T-shirt orders
- Code packets with registration information and problems to resolve
- Prepare list of registration problems to be resolved at packet pick-up
- Provide means to purchase USATF membership card
- Have cash box available for use at registration area
- Arrange for packet stuffing
- Explain registration and packet pick-up procedure to volunteers assisting
- Have a Lost & Found area; announce the location during the meet
Volunteer Services – Checklist Volunteer Coordinator
- Identify volunteers needed to assist on days of meet
- Solicit volunteers from service clubs, booster organizations, high schools (community service opportunity) and recreation centers
- Submit article to local newspaper to solicit volunteers
- Update volunteer requirements
- Develop data base for all volunteers: name, assignment, phone, e-mail, T-shirt size
- Secure shirt sizes if T-shirts are to be given to volunteers
- Submit data for volunteer check-in and assign this responsibility
- Have identifiable vests or tops for volunteers
- Monitor volunteers to reassign when duties are completed

Hospitality – Checklist
- Plan for coffee and "goodies" for early morning meet set-up
- Identify food needs for volunteers, officials, and meet personnel
- Determine hospitality for athletes, if any; e.g. cut up watermelon
- Determine possible food donations
- Decide on suppliers for food
- Order food for meet hospitality
- **Define social event, if one is to be held and confirm space for event
- Plan for and execute social event including: food, set-up, program and clean-up
- Develop system for issuing meals and clothing items for volunteer, officials, and meet personnel (LOC may adopt a policy related to number of hours worked)
- Have shirts and lunches for main facility crew (this might be institution employees)
- Make sure PA announcers, and others who may not leave their "stations," get lunch

Awards Distribution – Checklist (Refer to Details-15, Clarify Awards Distribution Procedure)
- Secure championship patches if hosting Association or Regional meet
- Have medals and ribbons or other awards organized for ease of distribution
- Determine system for distributing awards
- Develop system to record when an award has been given to an athlete
- Ensure that volunteers fully understand the awards distribution process
- Clarify paper flow related to results posting and managing at awards distribution

Medical Support – Checklist
- Define payment structure for athletic trainers and masseurs
- Appoint a Safety Officer and clarify this person’s duties
- Secure services of certified Athletic Trainer, if possible
- Identify Massage Coordinator who will solicit the service of masseurs to be at the meet
- Reserve appropriate space at facility for athletic trainers and masseurs
- Secure the volunteer services of physicians to be available at meet
- Arrange for communication link between trainer, safety officer and physician at meet
- Arrange for a fully equipped first aid kit to be available at the athletic training area
- Arrange for EMT or ambulance service to be available on-site, or alerted to meet if close by
- Complete the USATF required “First Report of Accident” for any injuries that occurred
Section 7  Checklists - Facilities And Equipment

This area is responsible for securing and having ready all the physical facilities and equipment necessary to conduct the meet. The Meet Director or LOC designee shall be responsible for:

1. Ensuring the facility is suitable,
2. Confirming the date, and
3. Negotiating the contract to reserve the facility, if a contract is required.

Most track and field facilities are owned and operated by a college/university or school district and thus maintained by professional personnel. In some cases there may be a facilities crew which will work at the meet and assist with the many aspects related to the field set-up, venue preparation, and equipment needs. The particular features of the facility have a major impact on the schedule of events as well as meet logistics. Many track and field facilities have most of the equipment necessary for conducting a meet.

The Competition Director should identify the specific facility and equipment needs related to competition. (For smaller meets this will probably be the Meet Director.) Thus some of the responsibilities of the Competition Director will be interfaced with the Facilities and Equipment Component Area; this will also be true for the Computer Operations Director as are equipment needs to provide adequate communication links.

For the purpose of this Manual the following activities/topics have been grouped in the Facilities and Equipment Area:

- Competitive venues set up
- Equipment necessary for meet
- Implements the meet will supply
- Fully Automatic Timing
- Tents and booths
- Set-up for support services (layout - traffic flow, signage, etc.)
- Communication links - field, clerk, announcer, computer, finish line, etc.
- Restrooms
- Fluids on Field
- Walkie-Talkies
Facilities and Equipment Checklists - General

- Identify field set-up specifications for facility crew (See Exhibit F: Track Meet Set-up Request Sheet (Sample)).
  - Field markings for throwing venues
  - Placement of pennants to control traffic in areas for safety purposes; e.g. partitioning off the throwing sectors
  - Clerk’s area (benches, podium, tables, chairs, hip numbers, communication link)
  - Water, electrolyte and garbage containers at key locations (must have water at finish line and located by several field event venues)
  - Staging areas for awards, registration/packet pick-up, hospitality, etc.
  - Benches for athlete seating at field event venues

- Arrange for public address system
- **Arrange for use of scoreboard, if available
- Arrange for Fully Automatic Timing and operators
- Identify areas for Weights & Measures and Clerking
- Make arrangement to secure youth specific equipment needs: e.g. hurdles, throwing implements for various age-group specifications

- Prepare list of equipment needs for competition areas
  - 8-10 starting blocks in a cart
  - Runway markers - LJ, TJ, Javelin and PV
  - White duct tape to put down temporary take-off boards for LJ and TJ
  - Measuring tapes for all field events
  - Steel tape for measuring possible records
  - Equipment for selected venues; standards and cross bars for vertical jumps, bar measuring devices (if available)
  - Performance indicators (boards) for displaying marks; HJ and PV need space to indicate the attempt number
  - Brooms, rakes and pit preparation implements for horizontal jumps
  - Windsocks for LJ, TJ and PV venues
  - 2 red, 2 white and 1 yellow flag for each field event
  - Chairs for officials at venues
  - Extenders for the pole vault standards
  - Cones for both running and field events
  - 7 small cones for “cut-in line” on track
  - Wind gauges for track and horizontal jumps
  - Squeegees in case of pooling water on runways, HJ apron, track
  - Running clock at finish line
  - Bell for finish line area
  - 8 batons for relays
Facilities and Equipment Checklists - General (Continued)

- Confirm that steeplechase barriers can be lowered to 30”
- Be prepared to put down temporary take-off boards for selected TJ and LJ flights
- Order or identify source for tables and chairs necessary for registration and packet pick-up, volunteer check-in, officials check-in, hospitality center, awards distribution, etc.
- Determine signage needs (LOC input)
- Secure tents and booths as needed (also consider tents for shade for athletes if none at the site)
- Schedule time to put up tents/booths day before, or early day of meet - have helpers
- Ensure that the sprinkler system will not go on during the meet or just prior to the start of the meet in the morning
- Make contingency plans in case of rain (e.g. to keep papers dry), lightning or excessive heat, as necessary
- Meet with facility personnel day before meet to confirm all is ready to go
- Arrange for clean-up crew

Equipment needs for Computer Operations and Meet Communication – Checklist

- Fax machine (often this may link Clerk's area to computer operations)
- Printer/copier - often all that's needed for low-key meets
- Copy machine - may need two for larger meets
- Communication links to Clerk's area and Track Referee or Head Finish Judge (this could be by phone, walkie-talkies, or direct, depending on location of computer operations)
- Adequate number of walkie-talkies
  - Separate channel for press box to communication on field
  - Channel for Meet Director contact to medical area, referees
  - Track Referee contact with clerk and head finish line judge
- Bull horns - for Clerk’s area and for All-Comer meets
Section 8  Competition

The Competition Area includes every aspect of the meet that must be executed to ensure the competition is run smoothly, safely, in a fair manner, and on time. Formally, the Games Committee is the administrative body, which determines the time schedule, governs the competition, and is responsible for the proper conduct of the meet. The nature and size of the meet will determine the need for a formal Games Committee. For most small to medium-sized meets, the LOC can serve as the Games Committee. It may be advisable for one member of the LOC to be delegated the administrator responsible for the competition area. This individual, for the purpose of this Manual, has the title of Competition Director. A small committee of the Meet Director, Competition Director, Coordinator of Officials, and Computer Operations Director may serve as the informal Games Committee. It is essential that the Competition Director establish effective lines of communication with the individuals who are responsible for preparation of the venue for competition.

For the purpose of this Manual the following activities/topics have been selected to be grouped in the Competition Area:

- Games Committee - often this is the LOC
- Communication with Association Youth Chair or Regional Coordinator, if appropriate
- Event Schedule
- Conduct of meet
- Adherence to Rules of Competition
- Knowledge and application of Youth specific rules
- Appeals procedure
- Printed meet program information related to conduct of meet
- Liaison regarding facility and equipment needs
- Liaison with Officials Coordinator
- Liaison with Computer Guru (IT support)
- Determination of heats and flights
- **Recorder of Records**
- **Relay Coordinator**
- Public address announcers
Competition Checklist – General
- Have current USATF Rule Book available for reference (available at www.usatf.org/about/rules and www.usatf.org/store)
- Inspect facility to determine suitability for youth meet
- Determine events to be held
- Determine event schedule
- Arrange for use of Fully Automatic Timing (F.A.T.) and operators at the facility
- Define guidelines for relays
- Prepare relay entry forms
- Locate and secure batons for relays (may be handled by F & E)
- Have a system for checking out and returning batons
- Establish progressions for bar raises (increments) for HJ and PV competition
- Prepare lap time recorder cards (See Exhibit J, Lap Time Recorder Card.)
- Establish time allowed for warm-up for field events
- **Prepare information regarding conduct of the meet for printed meet program (Refer to Details-11 on page 19)
- Ensure that conditions exist that will enable records (Refer to Details-20 on page 23)
- **Make sure all head judges and referees have the current records for their events
- Prepare “Instructions of Head Field Judges” (See Exhibit G, Instruction For Head Field Event Officials (Sample).)
- Prepare clipboards with necessary paperwork for head officials and other meet personnel Refer to Details-17 on page 22
- Clarify record-keeping responsibilities with the Recorder of Records

Liaison with Computer Operations Director – Checklist
Note: Use Exhibit N, Reference to Youth Athletics Rules, and the current USATF Competition Rules as a reference.
- Determine heats for track events and lane assignments
- Determine flights for field events
- Establish paper flow (LOC input, also)

Liaison with Facility Personnel – Checklist
- Prepare facility set -up specifications (See Exhibit F, Track Meet Set-up Request Sheet (Sample).)
- Indicate location of “marked down” take-off boards for TJ (these are in addition to the permanent boards at the facility) Youth need 12’, 16’, 20’, 24’, and 28’; these boards, ??? depending on the ages of the athletes in the flight jumping.
- Indicate location (4’6”) for the one marked down board for the LJ (This is used by most Bantam girls and boy in younger age groups.)
- Specify materials needed for marking the shorter take-off boards
- Determine lowest possible height for PV and HJ
- Make sure there are extenders for the PV standards to allow the bar to go down to at least 6’
- Ensure there is a safe method to attach the PV extenders
- Ensure youth specific equipment and implements are available or state on entry form (e.g. will not have 27” hurdles; athletes must supply their own throwing implements and poles for vaulting). Note: It is not customary to supply vaulting poles. (See Exhibit L, Hurdle Heights & Spacing, Steeplechase Specifications, and Implements.)
Liaison with Officials Coordinator – Checklist

- Determine Jury of Appeals
- Select public address announcer(s) - may have input from LOC
- Determine Meet Referee (for a large, two-day meet it is suggested to have both a Track Referee and a Field Referee)
- Identify Recorder of Records and clarify responsibilities
- Prepare instructions for head field judges (See Exhibit G; Instruction For Head Field Event Officials (Sample).)
- Assist with preparation of clipboard for officials
- Ensure that all measurements are in metric, not feet and inches
- Note: A listing of selected Youth Rules appears as Exhibit N; Reference to Youth Athletics Rules.
Section 9  Officials

The success of the meet is partially dependent upon having a competent group of officials confirmed to work the meet. It is typical that one member of the LOC is delegated the responsibility of securing and assigning officials for the meet. This Coordinator of Officials shall work with the Officials’ Organization that serves the area where the meet is held, or in some cases shall make direct communication with the individual who sets up officials at the facility where the meet is to be held. Such might be the case if the meet is held at a college or university track.

For the success of the meet and the satisfaction of the athletes, it is extremely important that the officials are knowledgeable of Youth specific rules and their implementation. It is the role of the Coordinator of Officials and Competition Director to ensure adherence to the rules.

For the purpose of the Manual the following activities/topics have been grouped in the Officials Area:

- Liaison with Competition Director
- Liaison regarding facilities and equipment needs
- Solicitation and assignment of officials (See Figure 2. and Figure 3. that follow this checklist for a listing of officials for small or large meet)
  - Referee(s)
  - Jury of Appeals (for Association and Regional Championships meets)
  - Race walk judges
  - Head judges
  - All other officials
- Adherence to Rules of Competition
- Knowledge and application of youth specific rules
- Adequate staffing of officials during meet
Officials Checklists - General

- Make contact with officials’ organization or track office at institution where the meet will be held
- Make sure meet date is on officials’ calendars
- Make contact with the individual responsible for assigning race walk judges
- Provide officials’ organization with event schedule, number of athletes and list of specific needs for officials
- Make arrangements for Fully Automatic Timing (F.A.T.) to be used at the meet
- Select Jury of Appeals and confirm their acceptance (for championship meets)
- Select referee(s) with Competition Director and confirm acceptance
- Select head judges and confirm acceptance
- Assign officials to their preferred events, if possible
- Obtain shirt sizes for officials if shirts are to be provided
- Provide list of officials for the volunteer responsible for official check-in
- Determine number of lunches for officials
- Establish method to distribute lunches (could be handled by hospitality)
- Provide lap time recorder cards with numbered spaces for recording lap times (See Exhibit J, Lap Time Recorder Card.)
- Ensure that all officials are reminded just prior to the meet of their responsibilities and check-in time
- Prepare officials’ clipboards with necessary paperwork (Refer to Details-17, Prepare Clipboards for All Officials.)
- Send thank-you notes to officials

Liaison regarding facilities and equipment needs – Checklist

Listed here as a double check; how much the Coordinator of Officials is involved depends on experience of the facility crew.

- Ensure there are enough operable wind gauges, dependent on event schedule Note: Wind gauges are needed for LJ, TJ, 100, 200 and High Hurdles.
- Have extra fresh batteries available for wind gauges
- Develop officials’ equipment list (see Facilities and Equipment Checklists - General)
### Figure 2 Officials Organization for All-Commers/Local Club Meet

<table>
<thead>
<tr>
<th>MEET DIRECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet Referee</td>
</tr>
</tbody>
</table>

- **TRACK EVENT CREW#**
  - Clerk
  - Starter
  - Finish Judges (6-8)
  - Timers## (6-8)
  - Race Walk Judges (3)
  - Finish Line Coordinator
  - Lap Time Recorders (4-8 vol.)

- **FIELD EVENT CREW**
  - High Jump (1)
  - Pole Vault (2)
  - Long Jump (2)**
  - Triple Jump (2)
  - Shot (2)***
  - Discus (2)
  - Javelin (2)
  - Hammer (2)

- **SUPPORT STAFF/VOL.***
  - Announcer
  - Recorders of Mark (6)
  - Rakers (2-4)
  - Tape Pullers (2-4)
  - Retrievers (4-8)
  - Work Crew (6-8) (hurdles, blocks)
  - Lap Time Recorders (4-8)
  - Meet Secretary/Computer

The nature of the meet will govern what officials and volunteers are needed. As a sanctioned meet, it is necessary to have certified officials and to comply with other requirements. Safety and proper conduct of all events cannot be sacrificed. These factors are of up most importance.

# Use of a chronomax watch will provide a paper print of runners’ times. This will reduce the number of timers needed.

## It is recommended that there be three watches on first place.

* Volunteers can be used to assist the field event officials by serving as rakers, tape pullers, retrievers and recorders on the field event sheets. They may also serve a lap counters for the running events, who can also record the lap times.

** Often the long jump and triple jump are at different times and the same crew can be used.

*** The officials and volunteers helping with the throws may be used for more than one throwing event depending on the meet schedule.
Figure 3 Officials Organization for a Large/Championship Meets

* Volunteers can be used to assist in the field events serving as implement retrievers or rakers; this may reduce the number of field event officials needed. Volunteers can also serve as lap time recorders and performance board operators.

# Officials are needed if these events are contested; may be the same officials.
Section 10  Computer Operations

Competent management of the computer operations area is critical to the success of a meet. It is essential that one member of the LOC has the skills to coordinate and implement all the aspects related to computer operations. In recent years the Computer Operations Director (IT Specialist) has included the formal role of “Competition Secretary.” Some “computer” tasks are part of the marketing/media relations component and not related to the actual conduct of the meet. There may be other individuals with technical skills who can assist with these responsibilities. For low-key all-comer meets, it is not necessary for data entry, data processing and results to be computerized. However, using the computer and a good software program makes many aspects of the meet go more smoothly.

There is one commonly used meet management software program that can be employed to manage and conduct all the aspects of data entry, forming heats and flights, advancement, recording results, providing age-grading scores, and preparing results for distribution to the media and publications in various formats. It is called “Meet Manager” and is from Hy-Tek, Ltd. Here is their contact information: 866-456-5111 and www.hy-tekltd.com.

For the purpose of this Manual the following activities/tasks have been grouped in the Computer Operations area:

- Obtain necessary hardware and software
- Set up meet management software
- Entry form
- Web site information
- Purchase computer supplies
- Data entry
- Entry verification
- Paper flow
- Liaison with Competition Director/LOC
- Seeding for events
- Prepare event sheets
- List of entrants and events
- Print results after each event
- Complete set of competition results
- Results for media and publications
- Computer network (lines to appropriate places)
Computer Operations - General Checklists

- Purchase and/or secure computer hardware and software
- Become familiar with software program
- Purchase and/or gather supplies: folders, labels, paper, marking pens, highlighter, stapler, staple remover, scotch tape
- Enter data and verify entries as they are received (Refer to Details-9, Process Entries.)
- Back up entry data occasionally
- Have the original entry forms available for quick reference in logical order
- Prepare file folders with appropriate labels
- Make sure computer equipment and connections are properly set up and operational
- Define paper flow to clerk, head officials, wind gauges, for competition results processing and awards
- Clarify day-of-meet registration procedures and impact on paper flow
- Ensure there is direct communication between Computer Operations and Clerk’s area and Track Referee
- Enter results data as required and make copies of event results to be distributed as follows: computer operation files, announcers, awards distribution, and posting board
- At the end of the competition back up results data
- Make complete set of results and submit to media, web sites, and to USATF

Liaison with Competition Director/LOC – Checklist

- Enter meet schedule
- Assist with entry form preparation
- Submit meet information and draft of entry form to Association Youth Chair or Regional Coordinator, if appropriate
- Submit information for web site(s) (depending on nature of meet, may include schedule of events, entry form and entrant list)
- Execute seeding and prepare heat sheets for track events
- Determine flights and prepare flight sheets for field events
- Make enough copies of the event sheets for all the clipboards (individuals) that need them (Refer to Details-17, Prepare Clipboards for All Officials.)
- Make extra event sheets for HJ and PV head judges (their results usually run over several pages)
- Make event sheets for wind gauge operators (LJ, TJ, 100, 200 and high hurdles)

Equipment and Communication Needs for Computer Operations – Checklist

Note: This is also listed in the Facilities and Equipment Area.)

- Fax machine (often this may link Clerk’s area to computer operations)
- Printer/copier - often all that’s needed for low-key meets
- Copy machine - may need two for larger meets
- Communication links to Clerk’s area and Track Referee or Head Finish Judge (this could be by phone, walkie-talkies, or direct, depending on location of computer operations)
Section 11 Exhibits

Exhibit A: One-day Meet Schedule (Sample 1)
(Not an Association or Regional Championship Meet)

<table>
<thead>
<tr>
<th>TRACK EVENTS</th>
<th>FIELD EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m. - 5000m</td>
<td>9:30 Long Jump</td>
</tr>
<tr>
<td>10:00 -</td>
<td>10:00 Pole Vault</td>
</tr>
<tr>
<td></td>
<td>Shot Put</td>
</tr>
<tr>
<td></td>
<td>Discus</td>
</tr>
<tr>
<td></td>
<td>10:30 Long Jump</td>
</tr>
<tr>
<td>11:00 - 80m Hurdles</td>
<td>11:00 High Jump</td>
</tr>
<tr>
<td>11:20 - 100m Hurdles</td>
<td>11:30 Long Jump - Men 30-59</td>
</tr>
<tr>
<td>11:40 - 110m Hurdles</td>
<td>12:00 Javelin - All Women</td>
</tr>
<tr>
<td>12:00 - 100m</td>
<td>12:00 Shot Put - Men 30-59</td>
</tr>
<tr>
<td></td>
<td>Discus - Men 60+</td>
</tr>
<tr>
<td>12:40 - 400m</td>
<td>1:00 PV</td>
</tr>
<tr>
<td>1:00 5K Fitness Walk*</td>
<td>1:00 Triple Jump</td>
</tr>
<tr>
<td>(May eliminate above event)</td>
<td>1:30 HJ</td>
</tr>
<tr>
<td>2:00 - 800m</td>
<td>2:00 Javelin</td>
</tr>
<tr>
<td></td>
<td>Shot Put</td>
</tr>
<tr>
<td></td>
<td>Discus</td>
</tr>
<tr>
<td>2:40 - 200m</td>
<td>3:10 - 300m Hurdles</td>
</tr>
<tr>
<td>3:25 - 400m Hurdles</td>
<td>3:50 - 4 x 100 Relays</td>
</tr>
</tbody>
</table>
Exhibit B: Two-day Regional Championship Meet Schedule (Sample)

An example of a Regional Championship Schedule:

<table>
<thead>
<tr>
<th>FRIDAY – FIELD EVENT ONLY</th>
<th>SATURDAY RUNNING EVENTS</th>
<th>SUNDAY RUNNING EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hammer Throw (4k)</td>
<td>5000 Meter Run-Finals</td>
<td>2000M Steeplechase</td>
</tr>
<tr>
<td>Int Girls/YW 4:00</td>
<td>Young Men 7:40</td>
<td>Int Girls/YW 7:30</td>
</tr>
<tr>
<td>Hammer Throw (12 lb)</td>
<td>3000 Meter Run-Finals</td>
<td>2000M Steeplechase</td>
</tr>
<tr>
<td>Int Boys/YM 5:00</td>
<td>All Divisions 8:00</td>
<td>Int Boys/YM 7:50</td>
</tr>
<tr>
<td>400 Meter Relays (Heats)*</td>
<td>400 Meter Relays (Heats)*</td>
<td>400M Relay Finals (If any)</td>
</tr>
<tr>
<td>Int Boys/YM 4:00</td>
<td>Youth 2:40</td>
<td>All Divisions 8:20</td>
</tr>
<tr>
<td>800 Meter Run – Finals</td>
<td>100M Hurdles (Heats)*</td>
<td>1500 Meter Run – Finals</td>
</tr>
<tr>
<td>All Divisions 11:00</td>
<td>Young Women 3:10</td>
<td>All Divisions 8:30</td>
</tr>
<tr>
<td>100M Hurdles (Heats)*</td>
<td>110M Hurdles (Heats)*</td>
<td>100M Finals 9:30</td>
</tr>
<tr>
<td>All Divisions 12:00</td>
<td>Int Girls 3:00</td>
<td>All Divisions 9:30</td>
</tr>
<tr>
<td>400 Meter – Finals</td>
<td>100M Hurdles (Heats)*</td>
<td>1500M Racewalk – Finals</td>
</tr>
<tr>
<td>All Divisions 1:15</td>
<td>Youth Girls 10:00</td>
<td>Bantam/Midget 10:00</td>
</tr>
<tr>
<td>80M Hurdles (Heats)*</td>
<td>110M Hurdles (Heats)*</td>
<td>3000M Racewalk – Finals</td>
</tr>
<tr>
<td>Midgets 2:15</td>
<td>Int Boys/YM 3:20</td>
<td>Youth &amp; Older 10:15</td>
</tr>
<tr>
<td>*9 OR LESS RUN AS FINAL</td>
<td>Other Events</td>
<td>Other Events</td>
</tr>
<tr>
<td></td>
<td>Field Events</td>
<td>Field Events</td>
</tr>
</tbody>
</table>

**FIELD EVENTS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Gender</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Jump A</td>
<td>Midget Girls</td>
<td>8:00</td>
</tr>
<tr>
<td>Long Jump B</td>
<td>Midget Boys</td>
<td>8:00</td>
</tr>
<tr>
<td>Long Jump A</td>
<td>Bantam Girls</td>
<td>9:00</td>
</tr>
<tr>
<td>Long Jump B</td>
<td>Bantam Boys</td>
<td>9:00</td>
</tr>
<tr>
<td>Long Jump A</td>
<td>Youth Girls</td>
<td>10:15</td>
</tr>
<tr>
<td>Long Jump B</td>
<td>Youth Boys</td>
<td>10:15</td>
</tr>
<tr>
<td>Long Jump A</td>
<td>Int Girls</td>
<td>11:30</td>
</tr>
<tr>
<td>Long Jump B</td>
<td>Int Boys</td>
<td>11:30</td>
</tr>
<tr>
<td>Long Jump A</td>
<td>Young Women</td>
<td>12:15</td>
</tr>
<tr>
<td>Long Jump B</td>
<td>Young Men</td>
<td>1:00</td>
</tr>
<tr>
<td>Shot Put</td>
<td>Bantam Boys</td>
<td>9:00</td>
</tr>
<tr>
<td>Shot Put</td>
<td>Bantam Girls</td>
<td>10:00</td>
</tr>
<tr>
<td>Shot Put</td>
<td>Midget Boys</td>
<td>11:00</td>
</tr>
<tr>
<td>Shot Put</td>
<td>Midget Girls</td>
<td>12:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>Bantam Boys</td>
<td>8:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>Bantam Girls</td>
<td>9:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>Midget Boys</td>
<td>10:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>Midget Girls</td>
<td>11:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>Youth Boys</td>
<td>12:15</td>
</tr>
<tr>
<td>High Jump</td>
<td>Bantam Girls</td>
<td>8:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>Bantam Boys</td>
<td>9:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>Midget Girls</td>
<td>10:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>Midget Boys</td>
<td>11:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>Int Boys</td>
<td>12:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>Int Girls</td>
<td>1:00</td>
</tr>
<tr>
<td>Discus</td>
<td>Int Boys</td>
<td>9:00</td>
</tr>
<tr>
<td>Discus</td>
<td>Young Men</td>
<td>10:30</td>
</tr>
<tr>
<td>Pole Vault</td>
<td>Youth Boys</td>
<td>12:00</td>
</tr>
<tr>
<td>Pole Vault</td>
<td>Youth Girls</td>
<td>9:00</td>
</tr>
<tr>
<td>Pole Vault</td>
<td>Int Girls/YW</td>
<td>10:00</td>
</tr>
<tr>
<td>Pole Vault</td>
<td>Youth Boys</td>
<td>11:15</td>
</tr>
</tbody>
</table>
Exhibit C: Fund raising Guidelines (Sample)

Hayward Classic Fund raising Guidelines

Major Sponsors:

**Title Sponsor** (one and only one) $2500
1. Names is part of the meet title – The ____________ Meet/Event
2. Full page ad in meet program – back cover
3. Logo on meet T—shirt
4. Four meet T-shirts
5. Logo on entry form and website
6. PA mention throughout the meet
7. Opportunity to put items in competitors’ packets
8. Mention in program welcome as Title Sponsor
9. Mention in press releases as Title Sponsor

**Meet Sponsor** ($500) could be 4-5 meet sponsors
1. One-half page ad in program – preferred placement
2. Two meet T-shirts
3. Logo on meet T-shirt
4. Logo on entry form and website
5. PA mention throughout the meet
6. Opportunity to put items in competitors’ packets
7. Mention in program welcome as meet sponsor
8. Mention in press releases as meet sponsor

**Event Sponsors**: $75 (could split for Men’s event or Women’s events for $50)
1. Name/business listed in program
2. PA announcement during the event
3. Business card size ad in program
4. Sponsor listed by event in schedule of events

**Amenities Sponsors**: Trackside Trainers $100; Massage Therapists $100
1. Name listed in program
2. PA announcements during the meet
3. Business card size ad in program

**Box Lunch Contributors**: $50
1. Name listed in program
2. PA announcements during the meet
3. Business card size ad in program

**Display Ads**: (inside program) Preferred Placement (covers)
Full page $150 $200
½ page $125 $150
No preferred placement for: ¼ page - $100 or business card size ad $25
Exhibit D: Meet Sponsor Agreement (Sample)

To: Carter & Carter Financial, Registered Investment Advisor  Charlene Carter, President  
(Sponsoring organization/company) (Represented by) Contact: 683-2900

From: Meet Organizer (enter name)  
Contact: (enter number)

Re: (enter event)  
(enter meet dates)

Date: (enter date)

Oregon Track Club Masters is delighted that Carter & Carter Financial, Registered Investment Advisor, has agreed to serve as one of the meet sponsors, by contributing $500 toward the cost of the Hayward Classic. We anticipate 350 competitors as this is a special year with our 25th Anniversary and the meet also serves as our Northwest Regional Championships. About one half of the income for the meet comes from entry fees and the balance from various donations. This meet has been called the best-run masters’ track and field championships outside of some of the USATF National Championships.

In return for the $500 contribution, The Club/Association:

1. Will note in the meet program that Carter & Carter Financial, Registered Investment Advisor is one of the meet sponsors. We anticipate having four meet sponsors.
2. Will place the Carter & Carter Financial, Registered Investment Advisor logo on the meet T-shirt and on the meet entry form and the Hayward Classic web site.
3. Will provide Carter & Carter Financial, Registered Investment Advisor with two meet T-shirts.
4. Will place Carter & Carter Financial, Registered Investment Advisor printed materials in the competitors’ packets. (Materials are to be received by June 10th.)
5. Will announce several times over the public address system at the meet each day that Carter & Carter Financial, Registered Investment Advisor is one of the meet sponsors.
6. Will include a half page Carter & Carter Financial, Registered Investment Advisor ad in the program in a preferred placement. (We will need to set up by May 25th.)
**Exhibit E: Meet Headquarters Agreement (Sample)**

**MEMORANDUM OF AGREEMENT**
Between: ______________Club and ______________ Headquarters
Regarding: ______________ Track & Field Championships
For the dates: _______________ (nights at hotel)

**The Headquarters Hotel:**
1. Agrees to serve as meet headquarters for the Hayward Classic, to be held June 24-25, 2005. The Hayward Classic Committee liaison is Becky Sisley, phone 342-3113.
2. Will provide an area for meet registration and packet pick up on Friday 6-8pm, June 23rd.
3. Will set aside 20-25 rooms for Hayward Classic competitors until June 11, 2006. Meet participants will get a special rate if they mention the Hayward Classic at the time the reservation is placed.
4. Will provide a room for the reception to be held Saturday evening 4:30-6:00pm, June 24th. Set-up can take place beginning at 3:45pm. It is understood that the Oregon Track Club Masters (OTCM) will provide the food and beverages, and the servers. The OTCM contact person for the reception is phone ___________.
   (Contact to be provided by April 1, 2006)

**The Club:**
1. Will note on meet entry form that the Phoenix Inn is the meet headquarters. Phone numbers and directions to The Phoenix Inn will be included.
2. The ____________ (hotel) Logo will appear on the meet entry form and the Event web site at: www.event.
3. The ____________ (hotel) must provide a copy of logo by _______________ (date).
4. The ____________ (hotel) will be mentioned in publicity releases as the meet headquarters.
5. A one half-page ad for the _______________ (hotel) will appear in the meet program. We need the set-up for this ad by _______________ (date).
6. It will be announced several times over the public address system at the meet that the _______________ (hotel) is the meet headquarters and location for ________________ (other activities, as appropriate).

**Authorizing Signatures:**
For the ____________ (hotel), Sales Manager,

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Contact Number</th>
</tr>
</thead>
</table>

For the ____________ (club), Title,

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Contact Number</th>
</tr>
</thead>
</table>
Exhibit F: Track Meet Set-up Request Sheet (Sample)

EVENT: __________________________________________ DATE: __________
(if this is multi day event, please complete one form for each day)

CONTACT PERSON: __________________________ PHONE #(s): __________________________

This signed request sheet must be submitted to the Events Manager before a contract can be processed. A schedule of events must be submitted to the Manager at the time the contract is returned. We will make every attempt to meet your needs at the time of the event, however prior notification is always best.

1) Time facility needed: ______ Time of first event: ______ Estimated ending: ______
2) Flags ___yes ___ no
3) Fieldhouse open ___yes (requires adult supervision) ___ no
   (Please request chairs and tables. If you need more than this, please contact __________________. You will be responsible for any additional tables and/or chairs and for payment for any loss/damage.)
4) Clerk circle set-up ___yes ___ no; # of chairs______ # of tables______
5) Press row set-up ___yes ___ no; # of chairs, # of head-sets
6) Pennants & placement ___yes ___ no Specify Placement
7) Field Communication Radios yes no (radio system available for a fee $$/day)
8) Track Vacuumed ___yes ___ no (available for a fee - $$/day)
9) Telephone(s) on Press Row: Contact ___________ at Telecommunications, at least two weeks prior to event.
10) Distance arc for throwing events (in meters):
    discus/hammer _____, shot _____, javelin _____
    Special throwing event requests: (e.g. use of more than one ring):
11) Long Jump/Triple Jump ___yes ___ no; # of pits to be used
12) Steeplechase ___yes ___ no
13) Scoreboard computer ___yes ___ no (UO provides operator, renter pays expenses)
14) Public Address system ___yes ___ no (UO provides operator, renter pays expenses)
15) Concessions available ___yes ___ no
    If yes, clean-up requirements will be increased. The renter will be responsible for all clean-up costs and wages regardless of whether concessions are available or not. (The crew working during the meet is not part of the clean-up crew.)
16) Will tickets be sold for admission? ___yes ___ no
17) What is the anticipated attendance? Spectator _____ Participant_____
18) Other requests:

Completed by, ___________________________________ Phone #________________________

If you have any questions, please call:
Facility Questions: __________, Facility Manager
Scheduling Questions: __________, Facility Scheduler
Event Questions: __________, Event Manager
Exhibit G: Instruction For Head Field Event Officials (Sample)

Important Information For Head Field Event Officials

From: Organizer, Clipboard preparer

Conduct of Field Events: Please note the flights (as necessary) for your event. Only have the athletes competing in the current flight at the competition area. The competitors will be grouped into appropriate size flights. Have each flight warm up separately. Write “SCRATCH” by the names of competitors who do not show up.

Measurements: All measurements are to be recorded in meters and centimeters on your event sheets. You will have a reader board operator for your event. This person can display the measurement in feet and inches, if you give her/him the conversion. Otherwise, post the metric unit.

The increment to raise the bar for vertical jumps is as follows:

- High Jump - 4cm. (1.6 inches)
- Pole Vault - 10 cm (4 inches)

Conversion table are on the clipboards.

Records: On your clipboard you will find a list of records for your event. Athletes are to inform you if they think they might break an existing USA or World Age-Group Record. If an age-group USA or World Record is broken, the measurement must be made with a steel tape. Get the Field Referee (XXXX) over to your event to verify the measurement. For vertical jumps, the height of the bar is to be measured both before and after the record jump. For the other field events leave the marker on the field or in the pit until the measurement (by three certified officials) has been made with a steel tape and the Field Referee has verified the measurement.

The appropriate records forms are located at the Clerk’s Circle. The Recorder of Records (XXXX) will be able during most of the meet to assist with records paper work. We have told the athletes that they are responsible for timely completing of the forms.

Paper Flow: The clipboard(s) for the head officials will have all of the sheets with competitor’s name. When each flight is completed, or at the end of the competition for vertical jumps, the results need to be checked over by the Field Referee. This can be done while the next flight of athletes warm-up. This event sign-off will insure that the sheet is filled out properly. We will want to make sure records are noted, appropriate measures are used and places for each age-group and best performance is filled out and the form is signed by the head officials. Once this is done the results sheets are to be given to (XXXX), Head of Field Communications, who will insure they are sent to computer operations.

The Hayward Classic thanks you for the important role you play as a head official. Our meet could not go on without your assistance.

Event Reception is Sat. 4:30-6pm at the Phoenix Inn. You are welcome to attend.
Exhibit H: Clerking Instructions for Track & Field (Sample)

**Trial and Finals**

In any qualifying races with 8 or less - it will run as a final. Often many of the relays will run as finals.

Remember: do not change anything lane wise or athlete wise that has been given to you from the timer to clerk with unless you pass it by the timer ahead of time. Ahead of time means at least a half hour. We are better off with empty lanes than screwing up the results because athletes were put in lanes/races that the timer was not made aware of in advance for him to make his changes. If you see a heat that has enough scratches to condense a heat - go for it - but you must get approval from the timer before doing so. This way everyone is on the same page when they start and finish the race.

Hip numbers for sprints and hurdles - left and right hip.

Hip numbers for 800m and up - left, right hip and left chest.

**Distance races** where we are combining age groups - we are going to numbers them so that the age groups are in different number series (e.g. sub-bantam 1 to 9 and bantam teen numbers, etc.) Please provide numbers for the athlete's backs as well so that they can tell if athlete in front of them is in their age group. Also providing blue and pink paper and pins - give each age group a different color of paper to put on their chest (this if for the coach's who cannot see and complain that they cannot tell who is in their kids division). If you feel it would be advantageous to put the paper on their back as well go right ahead. Would suggest if there were 2 age groups on track just put paper on one age group.

**Relays**

4 x 100 hip them all left and right hip - saves on the confusion when they leave you and make their way to track.

4 x 400 and 4 x 800 - double hip only for first and last leg.

Relay book has been given to you with relay change forms - make sure the athletes running the relay are filled in and the coach signs off on this. these must go to the timer as well. Be sure that the athletes the coach puts in is on your relay form in the book and on the athlete label. Remind the coaches that these change forms must be completed a half hour before the event - per the rule book and at regionals this will be enforced.

Remind relay athletes of matching uniforms per rule book - at association meet must have top of same color. At regionals must have matching top and bottom and they will be checked as well.
Exhibit I: Meet Evaluation Form (Sample)

Please return to the Awards Distribution Area

Check here _____ if this is your first year at this meet

Event - Date(s) ____________________________________________
Host: Club/School _________________________________________

Please rate the following categories with 5 representing the highest value and 1 representing the lowest value. The committee appreciates your written comments in the space provided.

_____ 1. Clarity of Entry form – Comments:

_____ 2. Schedule of Events – Comments:

_____ 3. Program (We'd particularly like your feedback here.) Note: Ads, meet and events sponsors help to defray program cost

- Liked the profiles/feature articles: yes___ no___
  Comments:

- Information contained is of value to athletes: yes ___ no ___
  Comments:

- Is it worth our effort to have this quality of a program? yes ___ no ___

- What did you like best about the program?: ________________________________

- Will you keep your program as a souvenir? yes ___ no ___
- Other comments about program:

_____ 4. Athletes Reception – Comments:

_____ 5. Overall rating of this year’s Hayward Classic – Comments:

_____ 6. Awards and awards distribution – Comments:

Open-ended comments - officials, relays, atmosphere, awards, etc.

What did you like most about the meet?

Suggestions for improvements:
**Exhibit J: Lap Time Recorder Card**

<table>
<thead>
<tr>
<th>Laps to Go at Finishline</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5000:</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000:</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500:</td>
<td>3</td>
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</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
### Exhibit K: Sample Proposed / Actual Budget

<table>
<thead>
<tr>
<th>Income</th>
<th>Budgeted ($)</th>
<th>Actual ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amenities Sponsors</td>
<td>100.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Entry Fees</td>
<td>6,000.00</td>
<td>7,263.00</td>
</tr>
<tr>
<td>Event Sponsors</td>
<td>1,500.00</td>
<td>1,750.00</td>
</tr>
<tr>
<td>Hat Receipts</td>
<td>50.00</td>
<td>0.00</td>
</tr>
<tr>
<td>In-Kind Sponsorship</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Major Meet Sponsors</td>
<td>3,500.00</td>
<td>3,500.00</td>
</tr>
<tr>
<td>Program Ads</td>
<td>-</td>
<td>0.00</td>
</tr>
<tr>
<td>T-Shirt Sales</td>
<td>1,500.00</td>
<td>1,563.00</td>
</tr>
<tr>
<td>Officials Fund</td>
<td>-</td>
<td>754.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>13,150.00</strong></td>
<td><strong>15,380.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense</th>
<th>Budgeted ($)</th>
<th>Actual ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
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<td>Athletic Trainers</td>
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<tr>
<td>Bib Numbers</td>
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<tr>
<td>Bulk Mailings</td>
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<tr>
<td>Committee expenses</td>
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<tr>
<td>Computer Supplies</td>
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<td>100.00</td>
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<tr>
<td>Equipment</td>
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</tr>
<tr>
<td>In-Kind Shirts</td>
<td>-</td>
<td>500.00</td>
</tr>
<tr>
<td>Hip Numbers</td>
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<td>0.00</td>
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<tr>
<td>Massage Service</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Medals and Awards</td>
<td>2,000.00</td>
<td>1,305.50</td>
</tr>
<tr>
<td>Officials /Volunteers Sporthill Shirts</td>
<td>-</td>
<td>1,056.00</td>
</tr>
<tr>
<td>Officials/Volunteers Lunches</td>
<td>850.00</td>
<td>747.53</td>
</tr>
<tr>
<td>Postage</td>
<td>100.00</td>
<td>166.69</td>
</tr>
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<td>Printing and Copying</td>
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<td>247.45</td>
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<td>Programs</td>
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<td>1,500.00</td>
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<tr>
<td>Reception</td>
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</tr>
<tr>
<td>Recognition fund</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Supplies (labels, packets, etc.)</td>
<td>200.00</td>
<td>289.84</td>
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<tr>
<td>Telephone</td>
<td>25.00</td>
<td>0.00</td>
</tr>
<tr>
<td>T-Shirts and Design Fee</td>
<td>1,250.00</td>
<td>1,487.00</td>
</tr>
<tr>
<td>USATF Sanction Fee</td>
<td>170.00</td>
<td>170.00</td>
</tr>
<tr>
<td>Use of Hayward Field/UO</td>
<td>2,000.00</td>
<td>1,777.00</td>
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<tr>
<td>Web Site</td>
<td>400.00</td>
<td>150.00</td>
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<tr>
<td>Officials Fund</td>
<td>-</td>
<td>754.00</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>11,295.00</strong></td>
<td><strong>11,206.08</strong></td>
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<td><strong>Net Profit</strong></td>
<td><strong>1,855.00</strong></td>
<td><strong>4,173.92</strong></td>
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</table>
Exhibit L: Hurdle Heights & Spacing, Steeplechase Specifications, and Implements

The following tables has been generated from 2006 Competition Rules

### Table 1 Hurdle Heights and Spacings (Rule 302)

<table>
<thead>
<tr>
<th>Distance</th>
<th>Division</th>
<th>#</th>
<th>Height</th>
<th>To 1st</th>
<th>Between</th>
<th>to Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>80m</td>
<td>MG &amp; MB</td>
<td>8</td>
<td>30&quot; (0.762m)</td>
<td>12.00m</td>
<td>7.5m</td>
<td>15.5m</td>
</tr>
<tr>
<td>100m</td>
<td>Youth Girls</td>
<td>10</td>
<td>30&quot; (0.762m)</td>
<td>13.00m</td>
<td>8.0m</td>
<td>15.0m</td>
</tr>
<tr>
<td>100m</td>
<td>Youth Boys</td>
<td>10</td>
<td>33&quot; (0.840m)</td>
<td>13.00m</td>
<td>8.5m</td>
<td>10.5m</td>
</tr>
<tr>
<td>100m</td>
<td>Int/Young W</td>
<td>10</td>
<td>33&quot; (0.840m)</td>
<td>13.00m</td>
<td>8.5m</td>
<td>10.5m</td>
</tr>
<tr>
<td>110m</td>
<td>Int/Young M</td>
<td>10</td>
<td>39&quot; (0.991m)</td>
<td>13.72m</td>
<td>9.14m</td>
<td>14.02m</td>
</tr>
<tr>
<td>200m</td>
<td>Youth B&amp;B</td>
<td>5</td>
<td>30&quot; (0.762m)</td>
<td>20m</td>
<td>35m</td>
<td>40m</td>
</tr>
<tr>
<td>400m</td>
<td>Int/Young W</td>
<td>10</td>
<td>30&quot; (0.762m)</td>
<td>45m</td>
<td>35m</td>
<td>40m</td>
</tr>
<tr>
<td>400m</td>
<td>Int/Young M</td>
<td>10</td>
<td>36&quot; (0.914m)</td>
<td>45m</td>
<td>35m</td>
<td>40m</td>
</tr>
</tbody>
</table>

### Table 2 Hurdle Heights and Spacings (Rule 169)

<table>
<thead>
<tr>
<th>Distance</th>
<th>Division</th>
<th># Jumps</th>
<th>Hurdle</th>
<th>Water</th>
<th>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000m</td>
<td>Int/Young W</td>
<td>18</td>
<td>5</td>
<td>2'6&quot; (76.2cm (+/-2cm))</td>
<td></td>
</tr>
<tr>
<td>2000m</td>
<td>Int/Young M</td>
<td>18</td>
<td>5</td>
<td>3' (91.4cm (+/-2cm))</td>
<td></td>
</tr>
</tbody>
</table>

### Table 3 Implement Weights

<table>
<thead>
<tr>
<th>Division</th>
<th>Shot</th>
<th>Discus</th>
<th>Hammer</th>
<th>Javelin</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG/BB</td>
<td>6 lb</td>
<td>--</td>
<td>--</td>
<td>300 g (mini)</td>
</tr>
<tr>
<td>MG/M'B</td>
<td>6 lb</td>
<td>1 kg</td>
<td>--</td>
<td>300 g (mini)</td>
</tr>
<tr>
<td>YG</td>
<td>6 lb</td>
<td>1 kg</td>
<td>--</td>
<td>600 g</td>
</tr>
<tr>
<td>YB</td>
<td>4 kg</td>
<td>1 kg</td>
<td>--</td>
<td>600 g</td>
</tr>
<tr>
<td>IG/YW</td>
<td>4 kg</td>
<td>1 kg</td>
<td>4 kg</td>
<td>600 g</td>
</tr>
<tr>
<td>IB/YM</td>
<td>12 kb</td>
<td>1.6 kg</td>
<td>12 lb</td>
<td>800 g</td>
</tr>
</tbody>
</table>
Exhibit M: Format for a Call to Media

After your event, especially if you medal, get the word about our sport out by calling your local Newspaper or TV or Newsradio Switchboard and Ask for Sports, then for sports editor or reporter…

“Hi ________ (first name - sportscaster -news contact),

This is __________ from (your hometown) but right now in ____________ at the _________ Track and Field Meet.

“I'd like to let you know that my athlete just won a (Gold First Place) (Silver Second Place) (Bronze Third Place) (or Placed 4th, 5th, 6th) here at the _________ Meet in the (Event/Age Group) (and if true… also won a ________ or placed __________ in the (second and third events).

(If true: “Also, I set a Junior Olympic Record in…”)

“It would be great if you could let folks at home know with a little blurb.”

“Here are some more details if you need them (your time, distance, who beat you in first place if true…”

(Then be businesslike, end the call, and say:)

“I really appreciate your doing this - see you at home soon. Bye…”

(You may find that they ask you to do a more detailed interview with color on your race or even the meet as a whole, maybe even to come in when you get back, etc. This may open the door for your becoming a media star and an emissary for youth track! Or they may be very curt and politely take your information and that is that - and then surprises you with a nice write-up anyway. Do not be dismayed by the possibility of short personalities - they are on deadline. Sports writers and editors are as human as all of us.)

This form has been adapted from the form developed for use at USA Track & Field Championships.
Exhibit N: Reference to Youth Athletics Rules

This section provides a listing of the sections in the 2006 Competition Rules that apply only to youth athletes and youth athletic competitions.

Note: The general rules of USATF apply to youth athletics competition unless they are superseded by the rules in these sections.

Rule 300 General Rules

Defines the youth program and youth age divisions for track & field and cross country

Rule 301 Track and Field Events

Provides the list of events for each age division.

Rule 302 Regulations and Specifications

Provides rules in the following categories: general, track events, relays, hurdle and steeplechase specifications, field events, and combined events

Rule 303 Regulations for Lanes and Heats

Provides the recommended method for advancement and heat assignments.

Rule 304 National Cross Country Program

Provides the basics for the Junior Olympic Cross Country program.

Rule 305 Junior Olympics Program

Provides the basics for the Junior Olympic Track & Field program.
Contacts

Section 1   Introduction

This section provides a list of Contact Information based on the position titles which are found throughout the manual.

More detailed information can be found for the complete youth committee and national staff in the Youth Guide published annually or in the USATF Organizational Directory located on the USATF web site at:

http://www.usatf.org/about/directory/index_org.asp

Section 2   Contact List for USATF National Youth Executive Committee

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Youth Chair</td>
<td>Lionel Leach</td>
<td><a href="mailto:Lionel@youthusatf.org">Lionel@youthusatf.org</a></td>
</tr>
<tr>
<td>Executive Vice Chair</td>
<td>Bob Flint</td>
<td><a href="mailto:usatfaz@cox.net">usatfaz@cox.net</a></td>
</tr>
<tr>
<td>Vice Chair of Administration</td>
<td>Dorothy Dawson</td>
<td><a href="mailto:dotmdawson@yahoo.com">dotmdawson@yahoo.com</a></td>
</tr>
<tr>
<td>Vice Chair of Operations</td>
<td>Sam Germany</td>
<td><a href="mailto:REDCHAZZ@aol.com">REDCHAZZ@aol.com</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Linda Ellis</td>
<td><a href="mailto:lellis7354@aol.com">lellis7354@aol.com</a></td>
</tr>
<tr>
<td>Legal Counsel</td>
<td>Norine Richardson</td>
<td><a href="mailto:judgenlhr@aol.com">judgenlhr@aol.com</a></td>
</tr>
<tr>
<td>Immediate Past National Youth Chair</td>
<td>Linda Phelps</td>
<td><a href="mailto:lindajafra@comcast.net">lindajafra@comcast.net</a></td>
</tr>
<tr>
<td>Northeast Zone Representative</td>
<td>Bruce Long</td>
<td><a href="mailto:bdlong2@verizon.net">bdlong2@verizon.net</a></td>
</tr>
<tr>
<td>Southern Zone Representative</td>
<td>Inez Finch</td>
<td><a href="mailto:inezfinch@aol.com">inezfinch@aol.com</a></td>
</tr>
<tr>
<td>Midwest Zone Representative</td>
<td>Marc Jones</td>
<td><a href="mailto:jonesjdaddy5@yahoo.com">jonesjdaddy5@yahoo.com</a></td>
</tr>
<tr>
<td>West Zone Representative</td>
<td>Ron Mascarenas</td>
<td><a href="mailto:ronaldmascarenas@aol.com">ronaldmascarenas@aol.com</a></td>
</tr>
<tr>
<td>Regional Coordinator Representative</td>
<td>Henry McCallum</td>
<td><a href="mailto:hmcca77@verizon.net">hmcca77@verizon.net</a></td>
</tr>
<tr>
<td>(Region 3)</td>
<td></td>
<td></td>
</tr>
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</table>
### Section 3  Contact List for USATF Youth Programs Department

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director of Youth Programs</td>
<td>Tricia Floyd</td>
<td>317-713-4695</td>
<td><a href="mailto:Tricia.Floyd@usatf.org">Tricia.Floyd@usatf.org</a></td>
</tr>
<tr>
<td>Youth Programs Coordinator</td>
<td>TBD</td>
<td>317-713-4678</td>
<td>TBD</td>
</tr>
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</table>

### Section 4  Contact List for USATF Membership & Association Department

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone</th>
<th>E-mail Address</th>
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</thead>
<tbody>
<tr>
<td>Director of Membership &amp; Associations</td>
<td>Andy Martin</td>
<td>317-713-4675</td>
<td><a href="mailto:Andy.Martin@usatf.org">Andy.Martin@usatf.org</a></td>
</tr>
<tr>
<td>Associations and Member Services Manager</td>
<td>Sherry Quack</td>
<td>317-713-4685</td>
<td><a href="mailto:Sherry.Quack@usatf.org">Sherry.Quack@usatf.org</a></td>
</tr>
<tr>
<td>Member Services Representative</td>
<td>Marilyn Turner</td>
<td>317-713-4693</td>
<td><a href="mailto:Marilyn.Turner@usatf.org">Marilyn.Turner@usatf.org</a></td>
</tr>
<tr>
<td>Member Services Representative-Individual &amp; Clubs</td>
<td>Lori Bird</td>
<td>317-713-4665</td>
<td><a href="mailto:Lori.Bird@usatf.org">Lori.Bird@usatf.org</a></td>
</tr>
<tr>
<td>Sanction Coordinator</td>
<td>Carmen Triplet</td>
<td>317-713-4694</td>
<td><a href="mailto:Carmen.Triplet@usatf.org">Carmen.Triplet@usatf.org</a></td>
</tr>
</tbody>
</table>