



USATF[™]

***USATF
VOLUNTEER
HANDBOOK***

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To our Volunteers,

Thank you for your service to our sport – we hope your involvement continues for many years.

Our aim with this handbook is to provide a foundation that consistently serves our various constituents – coaches, officials, event directors, clubs, and others. As a USATF volunteer, you are our ambassador in the field, and we trust you will represent the organization accordingly.

This handbook is designed to reach out to the thousands of volunteers in the field. Whether you have been involved with USA Track & Field for years or are new to our programs, we want everyone in the volunteer sector to operate from a common frame of reference.

We are aware of the ever-present risk management issues in this litigious society. The better our "best practices" can become through the counsel and advice of experienced volunteers, the less often we will be confronted with situations leading to a complaint or grievance. We need to have everyone be accountable.

The enclosed information is very important to your involvement in USA Track & Field. You are about to take the first step to being a better-informed volunteer by reviewing it in its entirety.

If you have any questions about any aspect of the content, you may contact our General Counsel, at the USA Track & Field National Office.

Again, thank you for your dedication to our sport. Enjoy your experiences!

Sincerely yours,



Max Siegel
CEO

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INTRODUCTION TO THE ORGANIZATION

USA Track & Field, Inc. (USATF) is the National Governing Body (NGB) for track and field, long-distance running, and race walking in the United States. USATF comprises the world's oldest organized sports, the most-watched events of Olympic broadcasts, the #1 high school and junior high school participatory sport, and more than thirty million adult runners in the United States. USATF is a not-for-profit organization with a staff of professional program administrators at the National Office in Indianapolis. Governance is volunteer-driven. USATF is the United States Olympic Committee (USOC)-designated governing body for our sport in the USA, and represents the USA in the world governing body for the sport, the International Association of Athletics Federations (IAAF).

PURPOSES AND DUTIES

This non-profit corporation shall act as the national governing body for athletics in the United States under the Sports Act, as authorized by the USOC, and act as the IAAF member organization for the United States.

A. Purposes: This corporation shall have the following purposes:

- 1. Development:** Developing interest and participation in athletics in the United States at all levels and developing the highest possible performance level for the United States in international competition;
- 2. Management:** Promoting athletics and athletes by conducting competitions and other events, and cooperating with and encouraging other organizations that may do so;
- 3. Performance:** Fielding the most competent United States individuals and teams for international competition in athletics and providing support and conditions that ensure optimal performance to athletes at all levels;
- 4. Marketing:** Generating public awareness, appreciation, and support for athletics and for USATF, creating opportunities for athletes and athletics events, and generating sponsorships to help fulfill its purposes and duties; and
- 5. Diversity:** Promoting diversity of representation at all levels of participation in its activities.

B. Duties: This corporation shall have the following duties:

- 1. Responsibility to constituency:** Being responsible to persons and sports organizations active in athletics;
- 2. Coordination of scheduling:** Minimizing, by coordinating with other sports organizations, conflicts in schedules for athletics practices and competitions;
- 3. Communication with active athletes:** Keeping athletes informed of policy matters and reasonably reflecting the views of athletes in policy decisions;
- 4. Sanctioning of events:** Sanctioning athletics competition under these Bylaws and the Operating Regulations;
- 5. Participation in competition:** Providing for participation by athletes, coaches, trainers, managers, administrators, and officials in athletics competition, under the provisions of these Bylaws and the Operating Regulations, and provide for protections guaranteed by the Sports Act, and in Article 16;
- 6. Support of women in athletics:** Providing equitable support and encouragement for participation by women in athletics;

- 7. Support of the disabled in athletics:** Encouraging and supporting sports programs in athletics for disabled individuals;
- 8. Coordination of technical information:** Coordinating and providing technical information on physical training, equipment design, coaching, and performance analysis in athletics;
- 9. Research:** Encouraging and supporting research, development, and dissemination of information in the areas of sports medicine and sports safety in athletics;
- 10. Coordination of certification and education:** Providing the means to certify coaches and officials throughout the United States in all disciplines and at all levels of athletics;
- 11. Registration and certification of athletes:** Registering athletes as members and certifying athletes as eligible for international competition;
- 12. Maintaining athlete eligibility requirements:** Establishing eligibility criteria for participating or competing in athletics, or in the Olympic, Pan American, or Paralympic Games that are not more restrictive than the IAAF's criteria;
- 13. Administration of athletics:** Performing all other duties necessary for administering athletics in the United States and for achieving this corporation's purposes; and
- 14. Compliance with IAAF Requirements:** USATF is affiliated to the IAAF (and through the IAAF to the North American, Central American and Caribbean Athletic Association). USATF shall recognize, accept, apply, observe and abide by the Constitution, Rules and Regulations of the IAAF and the North American, Central American and Caribbean Athletic Association, as amended from time to time, unless any of these documents conflict with federal or state law, or USOC requirements. This includes, but is not limited to, anti-doping rules, the handling of disputes, and relations with athletes' representatives. Any citizen of the United States of America elected to the IAAF Council shall be a voting member of the board.

USATF GOVERNING DOCUMENTS

USATF has three (3) basic governance documents: the Bylaws, Operating Regulations and Rules of Competition. The most important document is the Bylaws, which provide the primary framework for the organization. Much of that organizational structure is detailed in the Operating Regulations. The guidance for all levels of participation in the sport as a competitor are contained within the Rules of Competition.

The chart below shows the basic structure of the major components of the national governing body.

BOARD OF DIRECTORS					
HIGH PERFORMANCE DIVISION	LONG DISTANCE RUNNING DIVISION	GENERAL COMPETITION DIVISION	YOUTH DIVISION	ADMINISTRATIVE DIVISION	JOINT DEVELOPMENT GROUP
<i>Men's Track & Field</i>	<i>Men's Long Distance Running</i>	<i>Masters Track & Field</i>	<i>Youth Athletics</i>	<i>Athletes Advisory</i>	<i>Coaching Education</i>
<i>Women's Track & Field</i>	<i>Men's Long Distance Running</i>	<i>Associations</i>		<i>Athletics for the Disabled</i>	<i>Men's Development</i>
<i>Race Walking</i>	<i>Masters Long Distance Running</i>	<i>Club</i>		<i>Coaching Advisory</i>	<i>Women's Development</i>
	<i>Cross Country Running</i>			<i>Diversity</i>	<i>Sports Medicine & Science</i>
	<i>Mountain/Ultra/Trail (MUT)</i>			<i>Ethics</i>	
	<i>Road Running Technical</i>			<i>Law & Legislation</i>	
				<i>Officials</i>	
				<i>Organizational Services</i>	
				<i>Records</i>	
				<i>Rules</i>	

USATF ASSOCIATIONS

The local governance and programs for our more than 130,000 members are under the direction of our fifty-seven (57) associations. Each of these associations are separately incorporated entities, in good corporate standing, that cannot be bound by each other, but meet certain criteria in order to maintain accreditation pursuant to Regulation 7 of the Operating Regulations. Within each local association are local championships in track & field, cross country running, race walking, road and mountain running, and more. Training and certification of competition officials and hosting of periodic coaching education schools are responsibilities of each association.

To be recognized as a USATF-accredited association, each association must have a governing board, officers, and committee chairs responsible for providing a complete calendar of competitive opportunities for all disciplines. Those groups are charged with communicating with members in an effective manner to make their programs a success. Information regarding local associations, including a complete association locator map and a list of all 57 associations, can be found at [USA Track & Field - Associations](#).

GENERAL VOLUNTEER INFORMATION

As a key volunteer with USA Track & Field or one of its local associations, you will have the satisfaction of knowing you have helped create memories for thousands of athletes and their families and — in some cases — made their dreams come true. Whether it is the competitions themselves or other events related to the National Governing Body, each piece represents an opportunity to make a difference, not only to the organization, but to the track & field athletics community as a whole.

Volunteer Oath

As a member of USA Track & Field (USATF), I am honored and privileged to participate in the sport of track & field, long distance running, and/or race walking. I pledge that, as a participant, I will abide by the rules, regulations, and policies of USATF.

I understand and agree that my failure to do so in any instance shall constitute grounds for USATF's Chief Executive Officer, acting in the best interest of the sport, to suspend or revoke my USATF membership, including any rights, benefits, privileges, or appointments arising from such membership.

By utilization of my USATF number, I agree to abide by this member pledge, and I agree to the terms of the [USATF Privacy Statement](#).

What volunteer opportunities are available to me?

- Competitions
- Coaching, including opportunities and coaches' certification programs.
- Administration
- Schools

Rights and responsibilities

USATF has more than thirty (30) national committees contributing to our programs and governance that address all aspects of our sport. Each division, committee, and council is headed by a volunteer chair and vice chair who work with a USATF National Office staff liaison.

The chair/leader of every group throughout USA Track & Field has the responsibility to create an environment whereby each volunteer and staff member's participation matters, as follows:

- Clarify the charge as it relates to the mission of USATF.
- Establish a climate of trust and transparency.
- Provide meaningful tasks with specific timelines and outcomes.
- Provide the necessary resources, education, and training.
- Involve constituent groups in the decision-making process.
- Provide ongoing support, feedback, and evaluation.
- Demonstrate appreciation and recognition.

It is the hope that these expectations will make all volunteers within USATF feel like their participation truly matters. Committee chairs and vice chairs will receive training on these points, so they can effectively coordinate their committees and subcommittees.

GENERAL VOLUNTEER CODE OF CONDUCT

USATF maintains a position of high visibility in the Olympic family and athletics community. Members and volunteers who provide support, assistance, and services to the programs and events may be seen by the public as representatives of the organization. Members and volunteers are entrusted to represent the organization and should act accordingly.

Members are expected to conduct themselves in a legal, ethical, professional and responsible manner at all activities and events related to USATF. Members are expected to complete all requirements and/or assigned responsibilities on an annual basis. Members are expected to respect the chain of command within the USATF. Members are also expected to work with other members and USATF staff in a courteous, cooperative and respectful manner.

Volunteers fall into one of two (2) categories: long-term (generally committee, council, or other governance group members) and short-term (generally occasional volunteers at events or in short-term programs). Volunteers can sign up for short-term volunteering according to the program or event criteria. Regardless of the level of volunteer commitment, each volunteer is required to abide by all of the rules, regulations, policies and procedures of USATF.

As a long-term or short-term volunteer, you are expected to...

...fulfill the responsibility of your assignment:

- Carry out all aspects of your assignment.
- Attend all required meetings or training sessions.
- Know your appropriate USATF supervisor, staff liaison, or volunteer leader.
- Notify your supervisor or volunteer leader if you cannot complete an assignment.
- Perform duties in a safe, competent, and business-like manner.
- Be open and honest regarding intent, goals, and skills.
- Accept only realistic assignments and have a clear understanding of the job expectations.

- Carry out duties promptly and reliably under accepted procedures.
- To ensure accuracy and consistency, the CEO and or Chief Public Affairs shall approve the release and/or publication of any information concerning USATF to the media or the USATF membership.
- All committee chairs shall keep up to date records of committee business, including committee procedures and recommendations, budgets and expenses, and the minutes of all meetings of the committee. These records shall be turned over to their successors. Outgoing chairs shall file inactive committee records in the committee's permanent files in the National Office archives.
- The outgoing committee heads and officers shall be responsible for the orientation of their successors and introducing them to those people with whom they will have dealings in the pursuance of their duties.

...display a professional and respectful attitude:

- Be considerate, honest and respectful toward employees of USATF, other volunteers, sponsors, potential sponsors, vendors, and any other person with whom you come in contact with over the course of your actions as a USATF volunteer.
- Treat others fairly and with respect in accordance with all USATF rules, regulations, policies and procedures.
- Create and maintain an atmosphere free from physical, emotional, and sexual abuse and harassment as stated in [USATF Code of Ethics](#).
- Respect confidential information in accordance with all USATF rules, regulations, policies and procedures.
- Avoid any inappropriate contact or conflicting personal relationships with USATF representatives, including, but not limited to, athletes, staff, employees, and other volunteers that may affect your role as a volunteer.

...maintain a healthy and safe environment:

- Refrain from using profanity or illegal substances. Volunteers may not consume alcohol prior to or during USATF athletic events while they are volunteering. Volunteers may consume alcohol in moderation at appropriate venues, and are expected to behave in a way that brings credit to USATF and the event. In summary, if you drink, drink responsibly. If you are going to smoke, please do not do so at or during USATF events while you are volunteering.
- Cellphone use should be limited when volunteering at USATF events. Refrain from using video and photographic technology on any cellphone unless such action is part of your volunteer duty.
- Abstain from possession of fireworks, ammunition, firearms, or other weapons or any material considered hazardous or harmful to others while participating in any USATF activity.

...be loyal to their commitment and to our sport:

- Look for constructive ways to overcome any obstacles.
- Never use an affiliation with USATF, through volunteering, in connection with the promotion of a political party, religious matter, or other issue not conforming to the position of USATF that may fall within prohibited conduct under the USATF Code of Ethics, Policy on Conflicts of Interest or any other USATF rule, regulation, policy or procedure.
- Avoid acting in a manner that creates personal, business, or financial conflicts of interest with USATF defined in the Code of Ethics.
- Be knowledgeable and abide by USATF Bylaws and Regulations, Code of Ethics, Competition Rules, and other USATF policies, procedures and guidelines.

...take advantage of the opportunities our sport offers them:

- Be open to new ideas and new ways of doing things.
- Become an active participant by extending your involvement to other roles of leadership and training.
- Delight in the change that your involvement makes in the life of someone you know and in the lives of those you never meet.

In addition to the above guidelines for conduct of all volunteers, short-term volunteers are expected to...

...demonstrate commitment and loyalty to their volunteer status:

- Arrive on time at all scheduled volunteer times.
- Accept the guidance and direction of the USATF Staff, Division Director, volunteer leader and other volunteers.
- Wear the proper attire or uniform while involved with any USATF sanctioned event, including during transit to and from the event, if using public transit.
- Wear volunteer credentials and refrain from copying or reproducing such credentials, as they are non-transferable.
- Refrain from soliciting or selling goods, merchandise, or other property during the operation of the USATF-sanctioned event in accordance with USATF rules, regulations, policies and procedures, unless such action is part of your volunteer duty.
- Respect and use all equipment appropriately and only as required to properly perform your task.
- Never remove any USATF or event-sanctioned property from the event premises unless specifically authorized by USATF staff, your supervisor, or volunteer leader.

...demonstrate good sportsmanship:

- Support the decisions of referees, officials, and games committees, and use proper dissent processes.
- Be respectful during ceremonies, and help your athletes do the same.
- Praise all athletes for their efforts, and encourage them to accept the success of other athletes.

...be continually vigilant and cognizant of the safety of the athlete:

- Never leave a competition area unsupervised.
- Report anything you observe in the physical environment or a competitive situation which you feel may cause potential infractions or harm to the athletes or other volunteers or participants. Report any suspicious or potentially harmful activities, including but not limited to injuries and bad weather, to your appropriate USATF supervisor, staff liaison, or volunteer leader.

Sponsor and Contract protocol

USATF commercially engages certain sponsors in its efforts to grow and cultivate its commercial assets. Volunteers should not have conversations with USATF sponsors regarding USATF's relationship with those sponsors nor should volunteers have conversations that would otherwise interfere with USATF's relationships with those sponsors.

As a volunteer, you are expected to be considerate and respectful toward sponsors or potential sponsors with whom you come in contact with over the course of your duties. If a problem should arise when dealing with sponsors, questions or concerns should be immediately directed to the Marketing & Communications Department of the USATF National Office.

In addition and in accordance with Article 18 of the USATF Governance Handbook, no volunteer is authorized to sign any contract on behalf of USATF unless otherwise specifically stated in the Governance Handbook.

Email and Electronic Communications Policy

- USATF will make every attempt to ensure the use of USATF information and technology resources is appropriate, professional, and related to the business of the USATF. This is especially true because electronic communications tend to be more immediate and informal than written communications and because passwords and deletion functions create the illusion of privacy and control.
- USATF will safeguard member email addresses and protect their privacy per the USATF Privacy Policy.
- Member email addresses may be used only for legitimate USATF-related communications.
- Broadcast, general distribution email may not be used for any purpose unrelated to USATF business, nor may such information be sold, transmitted, conveyed, or communicated in any way to anyone outside of USATF without the express authorization of the CEO or his designee.
- The creation or transmission of any data or messages that may be construed to violate the USATF Purpose and Duties is strictly prohibited.
- Members may not willfully introduce virus-infected files or media into USATF information technology resources. Members must make all reasonable efforts to ensure that all messages and files accessed or collected are virus-free.

Background screening

Any volunteer who has access to or direct contact with youth under the age of 18 must undergo and submit a criminal background screening and complete the USOC SafeSport program, whether your volunteer involvement is a short-term or long-term position. Information regarding the process is available at [USATF – SafeSport Home](#).

Training

You will be asked to complete an Acknowledgement of Volunteer Handbook through our website. By signing and submitting this acknowledgement, you signify that you have read and comprehend the material you have been asked to read, and will comply with the policies and guidelines contained herein. This is just the first step for many tasks. Additional steps in training may include:

- Pre-service orientation (in addition to this material).
- On-the-job orientation.
- In-service training.
- Volunteer task training (mostly for short-term positions at a competitive and/or participatory event, but – as examples – may include volunteer assistance at an Association office or expo booth).

Volunteer benefits

Along with the intrinsic reward of a job well done in service to the sport, there may be additional benefits, including:

- Stipends (for select positions only).
- Transportation and meals, if applicable and consistent with established USATF rules, regulations, policies and procedures.
- Nominating individuals for election to various positions at the local and national levels, if applicable.

Disabled volunteer accommodations

USATF embraces the participation of volunteers with disabilities. This goes beyond supporting athletic events for the disabled as part of our programs. We are always open to ways we can be more inclusive

in all capacities, and how we can provide access and accommodations to create equal-access opportunities. Please contact the USATF Legal Department at (317) 713-4653 should you need assistance in obtaining such access and accommodations.

Emergency Response Plan and medical policies

Safety is the top priority for all USATF events. A published [Emergency Response Plan](#) is available and should be reviewed annually at all committee meetings. At the Annual Meeting held in the late fall each year, an overview of the Emergency Response Plan may be given along with a possible presentation by USATF staff.

A key component to the Emergency Response Plan is who can and should deal with the media in crisis situations. The CEO and the President are the only personnel authorized to speak with the media, and all inquiries should be directed to the Director of Public Relations.

Performance problems

Volunteers are expected to perform their duties satisfactorily and conduct themselves in an appropriate manner at all times, consistent with all USATF rules, regulations, policies and procedures. Occasionally, volunteers have difficulty meeting their obligations or following the guidelines for conduct. USATF will deal with these situations on an individual basis, according to its view of the circumstances involved.

Typically, disciplinary action may include one or more of the following: oral warning, written warning, disciplinary action, loss of funding, suspension, or termination of the volunteer relationship. USATF may use progressive discipline when dealing with behavior and discipline issues, but it reserves the right and sole discretion to deviate from progressive discipline, bypass one or more steps, and even start with termination. USATF, consistent with its established rules, regulations, policies and procedures also has the right to discipline volunteers for behavior not explicitly laid out in the guidelines for conduct.

The volunteer relationship with USATF is based on mutual consent and both the volunteer and USATF have the right to terminate the relationship at will, with or without cause or advance notice. While USATF may, in its sole discretion, choose to use progressive discipline, nothing in this policy or elsewhere alters the at-will relationship or requires USATF to use progressive discipline.

How should a volunteer report inappropriate behavior?

If a volunteer feels that he or she is being subjected to harassment, sexual harassment, or offensive behavior, he or she has the right to demand the person stop immediately. This conduct should be reported immediately following the process laid out in the USATF SafeSport Handbook.

Volunteer protection (whistleblower) policy

The [USATF Whistleblower Policy](#) and reporting procedures can be found online at the USATF website.

VOLUNTEER / STAFF WORKING RELATIONSHIP

USATF is a large, complex, national, volunteer-driven organization of:

- National volunteer leadership, including the Board of Directors, Annual Meeting delegates, past presidents, presidential appointees, committee and council members, athlete representatives, and association officers, to name a few.
- National staff in multiple locations.
- Zone, region, and association volunteer leadership.
- Local staff in some associations.
- Dozens of volunteer committee chairs, hundreds of committee members, thousands of certified competition officials and coaches who have completed education schools, and volunteers at all levels of the federation.

While job functions may differ, there is one consistency throughout the organization: volunteers and staff working together for a common goal. In order to be successful, it is necessary to both clarify roles and follow a comprehensive communication plan. In addition, each individual must commit to being proactive in seeking out and sharing information. With good teamwork and candid, timely, two-way communication, USATF will be able to reach its goals and objectives, and achieve its mission to drive competitive excellence and popular engagement in our sport.

The USATF Volunteer/Staff Communications Plan is based on the following principles:

- Fostering positive, respectful, and effective volunteer and staff teamwork is essential to the success of USATF's mission.
- Respectful differences of opinion and alternative perspectives on issues are welcome, and promote healthy growth in the sport.
- Policy recommendations come to the Board from committees, staff, and Associations.
- The Board of Directors establishes policy and direction.
- Volunteers and staff will make efforts to solicit the other's perspective on important issues.
- Volunteers supply input and support to staff, monitor activities, and assist in program implementation when that is part of their charge.
- Staff manages daily operation, provides updated information/reporting, and supports volunteers as charged.
- Effective communication is two-way, proactive and timely.

The primary role of the USATF volunteer leadership is to conduct USATF's operations consistent with all USATF rules, regulations, policies and procedures. A partial list of volunteer responsibilities includes:

- Develop, plan, and implement key activities and actions in concert with the staff to achieve the mission and goals as set forth by the Board of Directors.
- Advise staff on effective delivery and time-sensitive reporting systems that service the network and effectively communicate with the USATF Board of Directors, Division chairs, committee chairs, and Association leadership.
- Advise staff on relevant USATF budget submissions under the direction of the Treasurer and Board.
- Consider committee charges with the committee chair, committee members, and the Division chair.
- Clearly define, with the staff counterpart, the role each will play in the implementation of programs and activities, and establish an agreed upon communications plan with the staff counterpart(s).
- Monitor the staff on committee work.

- Work together with staff in the spirit of cooperation and teamwork.

The primary role of the USATF National Office staff is to conduct operations consistent with USATF policies. A partial list of staff responsibilities can be found in Regulation 10 of the [Operating Regulations](#) and includes:

- Develop, plan, and implement key activities and actions in concert with the volunteers to achieve the mission and goals as set forth by the Board of Directors.
- Create and maintain effective delivery and time-sensitive reporting systems that service the network and effectively communicate with the USATF Board of Directors, Division chairs, committee chairs, and Association leadership.
- Prepare USATF budget submissions under the direction of the Treasurer and Board.
- Adhere to and manage the budget.
- Recommend and refine committee charges with the committee chair, committee members, and the Division chair.
- Clearly define, with the volunteer counterpart, the role each will play in the implementation of programs and activities, and establish an agreed-upon communications plan with the volunteer counterpart(s).
- Develop committee budgets in conjunction with the Division chair, committee chair, and committee members involved in the budget process.
- Assist the committee chair with committee work.
- Attend Division and committee meetings, as assigned.
- Work together with volunteers and staff in the spirit of cooperation and teamwork.
- Support volunteers as charged.

Furthermore, it is important that the actions of the USATF National Office staff, the USATF Board of Directors, and all of the USATF volunteers work cohesively together to accomplish our goals. In accordance with that objective, each USATF volunteer committee shall, on an annual basis and in collaboration with their USATF National Office staff liaison, determine its top objectives and identify the budget implications and the metrics that will be measured to confirm success of these objectives. USATF volunteer committees shall then provide an analysis of how these top objectives were met in its annual committee report provided to USATF at the Annual Meeting.

In summary, while the USATF Board of Directors makes policy and sets direction, input from committees, Associations, and staff should be part of the process. While staff are responsible for managing the day-to-day operations, up-front input and support—as well as feedback—from volunteer counterparts have great value. While volunteer committees recommend policy to the Board, and supply input and feedback to the staff, direction from the Board and dialog with staff adds perspective.

It is the individual surrounded by a strong team that is crucial to success of the USATF mission: "USA Track & Field drives competitive excellence and popular engagement in our sport."

FREQUENTLY ASKED QUESTIONS

As ambassadors of the organization, you may be asked questions regarding some of the organization's policies specific to our governance, events, rules, regulations, policies or procedures. Policies and procedures are reviewed annually to ensure that the utmost consideration is given to safety of the participants, coaches, officials, administrators, fans/ spectators, and other volunteers.

The following FAQs should help you understand some of those policies:

Q: For which liabilities are volunteers covered by USATF's insurance?

A: Volunteers are insured and covered for liability claims arising out of their acts or omissions while acting under the direction of an insured club, USATF association, or the organizer/event director and within the scope of his or her assigned volunteer duties in connection with a USATF sanctioned event. Covered volunteers are insured if someone sues them for negligence that causes personal injury or property damage to a third party. Please remember, USATF expects volunteers to conduct volunteer programs in a way that minimizes risk or potential liability to the organization.

Q: What is the difference between performing work and volunteering?

A: Wage and Hour Compliance: Under the Fair Labor Standards Act (FLSA), all non-exempt employees must receive minimum wage for every hour worked and time and a half for every hour over 40 worked in a week. There is an exception to this rule for individuals who volunteer or donate their services, usually on a part-time basis, for the charitable, educational and/or public service objectives of nonprofit organizations such as USATF. The exception is applicable as long as:

- The individual performs the services without the promise or expectation of compensation. A volunteer may receive reasonable benefits, a nominal fee, or reimbursement of expenses to perform the services for which he/she volunteered. However, foreign nationals on non-immigrant visas may only accept reimbursement for actual expenses and may NOT be paid reasonable benefits or a nominal fee (as this may be considered performing services or labor for remuneration and would be considered employment); and
- If already employed by USATF in a non-exempt position, the volunteer services are not the same type of services which the individual is employed to perform for USATF. [Foreign nationals on non-immigrant visas are not allowed to 'temporarily' volunteer in the position for which they were employed by USATF.]

Q: Are volunteers eligible for any compensation?

A: A volunteer is an individual who performs a service of her/his own free will without any remuneration. A department may offer to reimburse volunteers for certain expenses such as parking, travel, or reward the volunteers with an appreciation event. Volunteers are considered to be freely assisting with a project or service as a personal choice and do not receive any other monetary compensation. Volunteers who are reimbursed for items of value may be subject to individual 1099 tax reporting.

NOTE: Foreign nationals on non-immigrant visas may only accept reimbursement for actual expenses and may NOT be paid reasonable benefits or a nominal fee.

Q: Whom should I contact for questions I have about volunteering?

A: Email volunteer@usatf.org for all volunteering questions.

INSURANCE AND VOLUNTEER LIABILITY WAIVER

INSURANCE COVERAGE

Participant Accident insurance is one of the primary benefits of being a USATF member, particularly if you are a certified competition official. The participant accident coverage provides registered member participants, volunteers and officials with accident medical coverage when participating in a USATF Sanctioned Event. The coverage is secondary to any other primary insurance you might have. The deductible is \$200 and the maximum limit of coverage is \$10,000.

ADDITIONAL INFORMATION

Volunteers are to be reminded that USATF does not provide insurance coverage for personal vehicles. Volunteers who will be driving their own personal vehicles are to be advised that they are responsible for providing their own insurance.

All USATF sanctioned activities have one or more elements which require volunteers. Each volunteer will—at some point in the process of becoming a volunteer—be asked to read and sign an acknowledgment that they have read and understand the required volunteer information, volunteer waiver, organizational background, and current policies and guidelines.

The original signed waiver form is to be kept on file by the originating department for a minimum of five (5) years for insurance purposes. A copy can be provided to the volunteer if they so request. In the event of an accident, the USATF General Counsel will then request this form from the appropriate supervising department.

RISK MANAGEMENT ISSUES FOR USATF AND ITS VOLUNTEERS

Adherence to governance principles

When a volunteer takes it upon himself or herself to make a unilateral decision which runs contrary to the approved rules, regulations, policies and procedures of USATF, it creates some potential exposure for both the volunteer and USATF. Disregard for conflicts of interest, enabling fraudulent activities surrounding meetings or elections, and supporting candidates from a position which is supposed to be impartial are examples of volunteer activities that are contrary to USATF policies and procedures. These examples create the potential for liability for USATF and the individual(s) involved.

Adherence to rules of competition

Likewise, when a volunteer takes it upon himself or herself to make a unilateral decision which runs contrary to the approved competition rules of USATF, it creates potential exposure for the volunteer, the event, and USATF and harms the integrity of the sport in the eyes of the public. While the courts generally do not support lawsuits resulting from "field of play" issues, none of us wants a "black eye" in the court of public opinion. You can be subject to discipline which could impact future participation in a volunteer capacity at any USATF event by committing or permitting such situations to arise.

Respecting the roles of staff and other volunteers

There are lines of authority and areas of responsibility set forth in our governance documents as well as other multiple documents and, contracts between the respective parties. Lines are clearly drawn between those areas which fall under the purview of volunteers and those for which USATF has hired staff.

Volunteer Risk Management

In order to manage the risks and liabilities inherent in volunteer activities, all USATF events and programs are required to follow these guidelines:

- All volunteers must be registered by means of a written agreement, which clarifies their duties, reporting relationship(s), and duration of their volunteer service. This form shall also provide the volunteer information about liability and insurance matters.
- Events and programs registering volunteers are responsible for ensuring that the volunteer receives adequate training, including safety training where appropriate, for carrying out their duties.
- Volunteers should be at least eighteen (18) years of age or should be part of a team of teens under the direction of one or more adult leaders. In exceptional circumstances involving low-risk activities, volunteers may be under the age of eighteen (18), but this must be arranged in advance with the USATF Legal Department.
- If volunteers are involved in a situation which may give rise to liability (i.e., they are injured, their property is damaged, or they are involved in a situation involving injury or damage to a third party), the incident must be reported immediately to their supervisor and the USATF Legal Department. An incident report should be properly completed.

Thank you for volunteering with USA Track & Field. USATF recognizes that your volunteer contribution enhances the organization's programs and activities, and wants to ensure that your volunteer experience is safe and rewarding.