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<tr>
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<td>Introduction</td>
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</tr>
<tr>
<td>2</td>
<td>Contact List for USATF National Youth Executive Committee</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Contact List for USATF Youth Programs Department</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Contact List for USATF Membership &amp; Association Department</td>
<td>1</td>
</tr>
</tbody>
</table>
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 – grassroots outreach efforts to shape the next generation of champions and maintain our status as the World’s #1 Track & Field Team. These grassroots efforts include:

USATF Hershey National Youth Indoor Track & Field Championships: Participation in this event requires qualification through four USATF Zone Championships (West, Midwest, South, Southwest 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 Hershey National Youth Outdoor Track & Field Championships: The USATF Hershey 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 Championships. 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:

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

Please refer to the USATF web page for the latest calendar with locations and specific dates of the youth calendar.

GENERAL CHAMPIONSHIP CALENDAR:

<table>
<thead>
<tr>
<th>JUNIOR OUTDOOR</th>
<th>YOUTH OUTDOOR</th>
<th>JUNIOR OLYMPIC T&amp;F</th>
<th>JUNIOR OLYMPIC CC</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPICAL DAYS AND MONTH</td>
<td>3rd Week June</td>
<td>6 Days June - July</td>
<td>7 Days July - August</td>
</tr>
<tr>
<td>MEET SELECTION</td>
<td>Qualifying Bid</td>
<td>Qualifying Bid</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>
</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>
</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 Indoor Zone Championships (if held in February).
- Add any upcoming meets to the USATF online calendar (http://www.usatf.org/calendars/search/).
- Submit sanction online at www.usatf.org.

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.
- Submit Mark Springer Travel Grant paperwork by early April deadline.

APRIL

- 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.
- Region Coordinators send Post Meet Evaluation to National Office.
- Send to Associate Director of Youth Programs Arionne Allen – Arionne.allen@usatf.org
- 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

- 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

- 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
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.
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 & 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 1, 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:

<table>
<thead>
<tr>
<th>Youth Chair USATF:</th>
<th>(Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone Rep:</td>
<td>(Name of Your Zonal Representative)</td>
</tr>
<tr>
<td>Regional coordinator:</td>
<td>(Name of Your Region Coordinator), Region #</td>
</tr>
</tbody>
</table>

Association Youth Chairs:

<table>
<thead>
<tr>
<th>Association 1:</th>
<th>Chair 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association 2:</td>
<td>Chair 2</td>
</tr>
<tr>
<td>Association 3:</td>
<td>Chair 3</td>
</tr>
</tbody>
</table>
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 $40.001 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). 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.
3.3 PROCESSING REGIONAL ADVANCEMENT INFORMATION

The regional coordinator is for forwarding a backup file of complete meet results to the Youth Programs email account – youthprograms@usatf.org no later than 24 hours after the conclusion of the meet.

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

CROSS COUNTRY

Association advancement to Regional’s (numbers advance based on regional agreement)
- Top 5 Teams advance
- 15-18 Age Group – Individuals will still be awarded for finishing in their respective place within the 15-16 & 17-18 age groups. For team scoring the age groups will be combined and the top 10 will advance
- Teams minimum of (5) maximum of (8)

Regional advancement to National Meet
- Top 30 per division + 5 Teams
- 15-18 Age Group – Individuals will still be awarded for finishing in their respective place within the 15-16 & 17-18 age groups. For team scoring the age groups will be combined and the top 10 will advance
- Teams minimum of (5) maximum of (8)

Association advancement to National
- Top 15 in each age division + top 2 teams
- 15-18 Age Group – Individuals will still be awarded for finishing in their respective place within the 15-16 & 17-18 age groups. For team scoring the age groups will be combined and the top 4 will advance
- Teams minimum of (5) maximum of (8)

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 on a template from the USATF Executive committee with the Meet Management Software 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 association’s computer personnel to set up their computers during their association meet so that all information is compatible with the Regional meet. (SEE Meet Management 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 him or her, when initially assigned as a regional coordinator and when changes are made in positions within the associations in the region.

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 results, declarations, and awards. Include tabs and indexes, so that everything will be at your fingertips.
2. If you use file folders or envelopes 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 you have all necessary supplies (pens, pencil, paper clips, staples, etc.) and verification stamp.

To further facilitate the activities at the meet, the following set of instructions are recommended. These sample instructions are provided in the following tables:

Table 1: 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 2: Sample Declaration Instructions for Regional Meet, provides the instructions used at the regional advancement table.

Table 3: Sample Instructions for Gate Personnel.

Table 4: Sample Instructions for Packet Pick-Up Personnel.

Table 5: Sample Instructions for Awards Personnel.

Table 6: 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 the 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 FLYERS

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

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 Meet Management Software 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)
- Meet Management Software 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
- P.A. system
- Medical support
The regional meet is to be run under USATF rules. It is the job of the regional coordinator to appoint the Meet Referee(s) and establish the Youth Chairs or their designees as the Jury of Appeals (these individuals can also serve as resource personnel to answer questions or review rules for athletes and parents from their local association. It is a good idea to list them in the program or give them meet credentials designating their position). The regional coordinator is responsible for forwarding the meet management ware back up file of complete results to the appropriate contact. Meet administration is required to provide the regional coordinator with a motel room for up to 4 days, and $40.00/day per diem.

Having the right people in the right positions is an important part of a successful undertaking. It is preferable to have both a track referee, and a field referee to handle questions or complaints. Try to use USATF certified officials in “high profile” positions. Start with an official in charge of each venue. In field events, you can easily “get away with” 1 official to run off the event, and 4 or 5 volunteers to round out the crew. It is advisable to have the same crew take one event and see it all the way through the meet. On the track, you should have at least 2 clerks at the start, and a clerk of the 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 meet management 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 it can determine who will actually be competing in each race. It has been found that a 45 minute check in deadline is “just barely enough” time for the meet management software 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 8 & Under 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. You’re cautioned 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 meet management software 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 meet management software 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 meet management software 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 spectator 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-8 & under group is not required.)

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 (11-12 age group) and 100 (13 - 14 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 duties at the 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 meet management software format.

AWARDS

A Supplied from national office, but must include numbers for 8 & Under. Medals are ordered in Sets. Sets include 1 Gold, 1 Silver, and 1 Bronze.

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Sets</th>
<th>Number</th>
<th>Sets</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 &amp; Under</td>
<td>32</td>
<td>13-14</td>
<td>58</td>
<td></td>
</tr>
<tr>
<td>9-10</td>
<td>38</td>
<td>15-16</td>
<td>62</td>
<td></td>
</tr>
<tr>
<td>11-12</td>
<td>52</td>
<td>17-18</td>
<td>62</td>
<td></td>
</tr>
</tbody>
</table>

Total Medals: Sets 304

EVENTS

USATF Divisions where age is based on year of birth.

8 & UNDER

<table>
<thead>
<tr>
<th>Event</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Meter Dash</td>
<td>200 Meter Dash</td>
</tr>
<tr>
<td>800 Meter Run</td>
<td>1500 Meter Run</td>
</tr>
<tr>
<td>Long Jump</td>
<td>Shot Put 4 x 100 Meter Relay</td>
</tr>
<tr>
<td></td>
<td>4 x 400 Meter Relay</td>
</tr>
</tbody>
</table>

9 -10 YEARS OF AGE

<table>
<thead>
<tr>
<th>Event</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Meter Dash</td>
<td>200 Meter Dash</td>
</tr>
<tr>
<td>800 Meter Dash</td>
<td>1500 Meter Run</td>
</tr>
<tr>
<td>Shot Put (6 lbs)</td>
<td>Mini Javelin (300g)</td>
</tr>
<tr>
<td>Long Jump</td>
<td>4 x 100 Meter Relay</td>
</tr>
<tr>
<td></td>
<td>4 x 400 Meter Relay</td>
</tr>
</tbody>
</table>

Triathlon: Shot Put, High Jump, 200 Meter Girls, 400 Meters Boys (Not included in three events)
### 11 AND 12 YEARS OF AGE

<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 Run</td>
</tr>
<tr>
<td>1500 Meter Race Walk</td>
<td>80 Meter Hurdles (30&quot;)</td>
<td>Long Jump</td>
</tr>
<tr>
<td>High Jump</td>
<td>Shot Put (6 lbs)</td>
<td>Discus (1 kilo)</td>
</tr>
<tr>
<td>Mini Javelin (300 g)</td>
<td>4 x 100 Meter Relay</td>
<td>4 x 400 Meter Relay</td>
</tr>
<tr>
<td>4 x 800 Meter Relay</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### 13 AND 14 YEARS OF AGE

<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 Run</td>
</tr>
<tr>
<td>100 Meter Hurdles (G-30”/B-33”)</td>
<td>200 Meter Hurdles (30&quot;)</td>
<td>Long Jump</td>
</tr>
<tr>
<td>Triple Jump</td>
<td></td>
<td></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>4 x 100 Meter Relay</td>
<td>4 x 400 Meter Relay</td>
</tr>
<tr>
<td>4 x 800 Meter Relay</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### 15 AND 16 & 17 AND 18 YEARS OF AGE

<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 Run RW</td>
</tr>
<tr>
<td>3000 Meter Run (IG, IB,YW)</td>
<td>1500 Meter Run</td>
<td>5000 Meter Run (YM)</td>
</tr>
<tr>
<td>100/110 M. Hurdles (G-33”/B-36”)</td>
<td>400 M. Hurdles (G-30”/B-36”)</td>
<td>High Jump</td>
</tr>
<tr>
<td>Shot Put (G-4K/B-12 lb.)</td>
<td>Long Jump</td>
<td>High Jump</td>
</tr>
<tr>
<td>Discus (G-1K/B1.6K)</td>
<td>Triple Jump</td>
<td>Hammer (G-4kg/B-12 lbs.)</td>
</tr>
<tr>
<td>Javelin (G-600g/B-800)</td>
<td>4 x 100 Meter Relay</td>
<td>4 x 400 Meter Relay</td>
</tr>
<tr>
<td>4 x 800 Meter Relay</td>
<td>2000 Meter Steeplechase (G-30”/B-36”)</td>
<td></td>
</tr>
</tbody>
</table>

Heptathlon (15-16 Girls, 17-18 Women):
- **First Day:** 100 Meter Hurdles, High Jump, Shot Put, 200 Meter Dash
- **Second Day:** Long Jump, Javelin, 800 Meter Run

Decathlon (15-16 Boys, 17-18 Men):
- **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 $40.00 per day (per youth committee operating procedures) 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 five (5) teams and the top 30 individuals from the region meet to the national meet in each age division.

The following tables provide instructions for personnel at the 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 8 & under
      1. 8 & Under, 9-10, 11-12, 13-14, 15-16, 17-18- 12 Sets  (sets include 1 gold, 1 silver, and 30 bronze)
      2. Total Medal Count- 12 Sets of 23
   B. Order additional team medals for Region 3 Cross Country Championship with no date or year so they can be shared.
      1. 8 & Under thru 17-18 (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 meet management software format.

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 $40.00 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” $.54/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

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. Payment will be sent out within 45 days 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, and Associate Director of Youth Programs.

Arionne Allen
USATF
132 E. Washington St., Ste 800
Indianapolis, Indiana 46204
arionne.allen@usatf.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 @ $0.54 per mile = $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 @ $0.54 = $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 @ $0.54 = $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 3/4/5)
• 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 @ .54=$47.50
• Transport Junior Olympic forms (Late overnight to my home)
  @ 36 miles /72 miles round trip @ .54=$36.00 Total Reimbursement: $XXXX
The sample uses $.54 for a mileage rate, check for current mileage rate when submitting expense claims.
SECTION 4 // MEET MANAGEMENT TEAM - ROLES & RESPONSIBILITIES

This section names the various meet management positions and defines the responsibilities of each role.

**ROLES RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Role</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 Official</td>
</tr>
<tr>
<td>Coordinator</td>
<td>Responsible for the recruitment and assignment of all meet day officials and support Personnel</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td>Site Coordinator</td>
<td>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)</td>
</tr>
<tr>
<td>Technical Assistant</td>
<td>Responsible for facilitating correspondence to sponsors, donors, volunteers, and disseminating information to news media</td>
</tr>
</tbody>
</table>

**TABLE 1: SAMPLE DECLARATION INSTRUCTIONS FOR ASSOCIATION MEET**

Registration for the USATF Junior Olympic Regional Championships is 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.

**TABLE 2: SAMPLE DECLARATION INSTRUCTIONS FOR REGIONAL MEET**

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 3: SAMPLE INSTRUCTIONS FOR GATE PERSONNEL**

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 they are not on the list - remind them that they must have purchased a USATF membership and had "coach" as a designation, passed current background screen and Safe sport to be on the list and this will also apply to regionals and nationals. The membership system is the database which these names are pulled from.
TABLE 4: 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.

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 5: SAMPLE INSTRUCTIONS FOR AWARDS PERSONNEL

Medals are given for first through fifth place (gold, silver and bronze).

Some teams will want you to collect all their awards. List a cell phone number and hotel where the team is staying. Try to give medals before they leave meet to alleviate having to send medals by mail.

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. None are given to alternates.

TABLE 6 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:

• 8 & Under
• 9 -10
• 11- 12
• 13 - 14
• 15 -16
• 17 - 18

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. Marshall the clerk sheet over to the finish line area.
SECTION 1 // INTRODUCTION

Each year, every association is contacted by individuals/groups who are interested in starting a new “Youth Club.” This section provides information and step-by-step instructions to assist the new club with this process.

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

Particularly for Youth Athletes, USATF has committed to providing a safe environment in which our athletes compete and train. We believe this is paramount to the success of all our programs. As part of this commitment, USATF requires that all Youth Club coaches and Youth Club volunteers who come in contact with athletes during registered club practices or other club-related track and field activities, must be accepted into the USATF Registered Coaches Program. This requirement has been implemented by USATF to:

• Promote a safe, nurturing, and supportive athletic environment in which youth athletes can pursue their athletic goals.
• Provide an environment where parents can feel good about allowing their child to participate in the sport of track and field.
• Maintain the sport of track and field as an environment that discourages the presence of those who would seek to harm youth athletes.

Section 2 below, expands on the full process for starting a Youth Club.

SECTION 2 // PROCESS FOR STARTING A NEW YOUTH CLUB

The following step-by-step instructions were created to not only assist a new Youth Club in the startup stages, but to assist our Youth Administrators as they guide youth clubs through the process. Youth Administrators may send these steps out to those inquiring about the process.

1. ORGANIZE YOUR CLUB
   The first step is to organize your club, by developing its purposes and a set of by-laws with which to operate. You will need by-laws for incorporation.

2. ESTABLISH A CLUB NAME
   Decide on a team name. Some Associations have a specific approval process for this step. No two teams within an Association may have the same, or similar names that cause confusion with the other.

3. CHOOSE A MAIN CLUB CONTACT/CLUB ADMINISTRATOR
   This person will be listed on the club profile page as the person to contact by phone or email, should team members, parents, or the general public have any questions about the club. This person will also be given access to online Club Management Tools to manage the club, and team members as needed. This person should first purchase an Individual USATF membership, as this membership is required in order to access Club Management, and should be listed on the Club Application at the time of submission.

4. ESTABLISH TEAM OF COACHES AND VOLUNTEERS
   Create a list of the coaches and volunteers that will be working with the youth athletes. Each should purchase an Individual USATF Membership prior to your completion of an online Club Membership application. You will need to identify who these individuals are when applying for Youth Club membership, and will need to enter their membership numbers on your application.
5. **CREATE A CLUB PRACTICE SCHEDULE**
   Decide where you will be holding club practices, and on what dates. This information will be submitted as part of your Club Application. If you do not know all of your practice dates, you will be able to add dates later when this information becomes available. It is important to note that your club practice General Liability Insurance is only valid during the dates and times listed on your club profile. So it is very important that you keep this information up-to-date.

6. **DETERMINE YOUR NEED FOR A CERTIFICATE OF INSURANCE**
   Touch base with your practice facility to find if they require a Certificate of Insurance. You will have the opportunity to order the certificate(s) when you complete your club application. If they require a Certificate, they will be listed as the 3rd party Certificate Holder, and should provide you with information on how they need to be listed on the Certificate. Certificates of Insurance are $15.00 each.

7. **BEGIN YOUR ONLINE APPLICATION**
   You are ready to begin your 3-page, online Club Membership Application. Simply go to this link to get started: https://www.usatf.org/mgmt/clubs/NET/apply.aspx.
   - The first page is where you will complete information regarding your club location, while choosing the Youth Club designation. You will also list your coaches and volunteers on this page, and then supply contact information for your main club contact/administrator.
   - Page two is where you will list your practice information, and order your Certificate of Insurance if needed.
   - Page three is the payment page. Fees for club membership vary from one association to another.

8. **APPROVAL OF YOUR CLUB APPLICATION**
   Once your application has been submitted, it must be approved by your local Association. Some Associations may have additional requirements that need to be met prior to their approval. Those Associations will reach out to you once you have submitted your application.
   
   A requirement of approval for all Youth Clubs is that all coaches and volunteers who come in contact with youth athletes during registered club practices or other club-related track and field activities must be accepted into the USATF Registered Coaches Program.
   
   USATF has committed to providing a safe environment in which our athletes compete and train. We believe this is paramount to the success of all our programs. This requirement has been implemented by USATF to:
   
   - Promote a safe, nurturing, and supportive athletic environment in which youth athletes can pursue their athletic goals.
   - Provide an environment where parents can feel good about allowing their child to participate in the sport of track and field.
   - Maintain the sport of track and field as an environment that discourages the presence of those who would seek to harm youth athletes.

9. **ACCEPTANCE INTO THE USATF REGISTERED COACHES PROGRAM**
   To become registered, a coach/volunteer must complete the application process which includes the steps outlined below.
   
   - Be a current USATF member.
   - Pass the USATF background screen.
     - This is a 2-year screen that costs $16.00
     - The screen is conducted by a 3rd party, NCSI (National Center for Safety Initiatives)
   - Complete the USOC SafeSport course, which can be taken online during a total of 90 minutes.
   - Accept and adhere to the SafeSport Handbook.
   - List any current coaching affiliations in the application process.
10. PREPARATION OF YOUTH ATHLETES
Once your club has been approved, 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 parents’ consent for the child’s participation.

• Each individual in your club must have a current USATF membership (which costs $20 per youth athlete.) Memberships are valid for the calendar year. If the club is purchasing the membership on behalf of the individual, the club should never put the club’s contact information on individual memberships. Always put the athlete’s home address, email address, and phone number on the membership application, in order to receive mailings/e-mails about USATF programs and benefits. Memberships can be purchased at USATF.ORG/MEMBERSHIP. It is important that your club’s membership number be entered in the club field of the application. This ties the youth athlete to your club.

• Each individual in your club must be date-of-birth verified. Request that parents submit a copy of the athlete’s birth certificate, driver’s license, passport, or government ID, with their club registration form. You will need to provide this date-of-birth verification to your local Association in order for the athlete to compete.

11. 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 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.

12. CLUB MEMBERSHIP BENEFITS
Each year, all registered USATF Club Members receive the following member benefits:

• Digital Membership Certificate indicating the club is registered with USATF for the current year
• The right to enter relay teams and have athletes represent their organization at USATF Championships
• USATF Competition Rule Book
• Notices of grant opportunities and other information as it becomes available
• General Liability Insurance during registered club practices
• The right to use the USATF Club Member logo on promotional materials
• Voting privileges at Association Meetings, and other Association-specific benefits.
• The support of their local Association and USATF National Office
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:

- USATF Hershey Youth Indoor T&F Championships
- USATF Hershey 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

Since 2006, the USA Track & Field Foundation has contributed over $160,000 to the program. The Foundation favors the use of grant money to expand existing youth programs/clubs, to provide additional competitive opportunities for children and to enhance the experience for all participants. Preference is given to clubs that are based in low-income areas. It also favors programs that have a history of solid financial management, multiple funding sources and community support. Allowable expenses include equipment, uniforms, meet fees, travel, facility rental, staff and volunteer training, and outreach.

SECTION 4 // GRANT SUBSIDIES

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.

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.

Please complete the application 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
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: 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 MEET FORMS

Form 1 Region 1 Junior Olympic Protest Form
Form 2 Record Application
Form 3 Incident Report Form

2.2 SPECIAL PROGRAMS

Form 4 Sample Mark Springer Travel Grant
Form 5 Kim Haines Academic Excellence 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.

2.3 REGIONAL COORDINATOR FORMS

Form 6 USA Junior Outdoor Championships
Form 7 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.

FORM 1: 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 2: 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: 132 East Washington St; Indianapolis, IN 46204-1723
☐ NCAA  ☐ NAIA  ☐ NICAA  ☐ 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 ☐ Junior* ☐ Age Group* ☐ Masters*
   ☐ Association ☐ Championship ☐ Collegiate
   *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:  
   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. For World Records, excluding World Junior Records, I certify the satisfactory use of an approved false start detection system in all races which require the use of blocks.

   Printed Name: ____________________________  Signature: ____________________________  USATF Cert # ____________________________

   Start Coordinator:  
   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 correct positioning, proper testing and a satisfactory zero control test for the equipment.

   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 # ____________________________

   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 appropriate specifications.

Mark 1: ___________________________ Printed Name: ___________________________ Signature: ___________________________ USATF Cert #: ___________________________
Mark 2: ___________________________ Printed Name: ___________________________ Signature: ___________________________ USATF Cert #: ___________________________
Mark 3: ___________________________ 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.

For track events the length of one lap is as indicated below:

meters / centimeters, or _______ miles / yards / feet / inches.

And (check one):

There was a 5cm 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 20cm from the inside of lane 1.

Printed Name: ___________________________ Signature: ___________________________ Qualification: ___________________________

9. Doping Control Certification: 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: ___________________________ USATF Cert #: ___________________________

Instructions:

World Records and American Records

For running events, use sections 1, 2, 3 or 4, 8, 9, 10. Add section 5 for outdoor events less than 300m.

For field events, use sections 1, 6, 7, 8, 9, 10. Add section 5 for outdoor Long Jump or Triple Jump.

No application for an American Record is required for marks attained at championships 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).
- A report of all reaction start times in races where a false start detection system is required.

Revised January 2009
**FORM 3: INCIDENT REPORT**

### ADDENDUM G

**USA Track & Field**

**INCIDENT REPORT FORM**

**INJURY OR PROPERTY DAMAGE**

- **Owner:** Property Damage Owner
- **Name:**
- **Address:**
- **Telephone:**
- **Single:**
- **Married:**
- **Male:**
- **Female:**

**Date of Incident:**

- **Time of Incident:**
- **Name of Event:**
- **Name of Venue:**
- **Injured Person:**
- **Injured Person’s Name:**
- **Injured Person’s Address:**
- **Injured Person’s Telephone:**

**Description of Injury:**

- **Injury Location:**
- **Injury Description:**
- **Injury Cause:**

**Witness Information:**

- **Name:**
- **Address:**
- **Telephone:**

---

**Date:**

**Signature:**

---

*youth athletics division training & development manual // usatf.org*
USA TRACK & FIELD MARK SPRINGER
YOUTH TRAVEL GRANT APPLICATION

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 Current USATF National Championship competition(s) will your athlete(s) compete in?

(Check all that apply)

❑ USATF Hershey Youth Indoor Track & Field Championships
❑ USATF Hershey 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.

Travel grants may be used for USATF Hershey Youth Indoor Track & Field Championships, USATF Hershey Youth Outdoor Track & Field Championships, USATF National Junior Olympic Track & Field Championships or USATF National Junior Olympic Cross Country Championships.

Applications can be filled out on line here: http://www.usatf.org/Resources-for---/Clubs/Benefits/Travel-Grants.aspx

YOUTH ATHLETICS DIVISION TRAINING & DEVELOPMENT MANUAL // USATF.ORG
The USATF Kim Haines Academic Excellence Grant was established in the name of long-time youth advocate, USATF National Youth Chair and USATF Board of Directors member Kim Haines.

An educator and school principal, Kim served as President of the USATF Montana Association, was a USATF Certified Master Official and was responsible for organizing and accompanying Team USA at the inaugural IAAF World Youth Championships in Bydgoszcz, Poland, in 1999.

The USATF Kim Haines Academic Excellence Grant shall be awarded to USATF member youth athletes who have graduated or are scheduled to graduate from an accredited high school or documented home school program in the current USATF competition year. Grantees shall have competed in an eligible USATF program for a minimum of the most recent two (2) consecutive years (see full criteria, below).

A maximum of ten (10) grants will be awarded in the following increments:

- $500.00  3.0-3.75  GPA
- $1,000.00  3.76-4.0  GPA
- $1,500.00  4.1-above GPA

Grants will be awarded on a first-received basis until the maximum allocation of funds has been expended.

CRITERIA

- DEADLINE FOR APPLICATION: July 30, 2017
- Must have a current USATF membership in application year.
- Must have competed in the most recent two (2) consecutive years at a USATF National Championship, including one of the following:
  - National Junior Olympic Cross Country Championships
  - National Junior Olympic Track & Field Championships
  - USATF Hershey National Youth Indoor Championships
  - USATF Hershey National Youth Outdoor Championships
- Must have the eligible, cumulative GPA on a 4.0 scale (weighted) at the end of the current academic school year.
- Eligible GPA’s must be weighted.
- GPA shall be calculated based on NCAA Clearing House Core Courses (English, Math, Science, Natural or Physical Science, Foreign Language, Non-Doctrinal Religion or Philosophy).
- Applicants must have graduated from or be scheduled to graduate from an accredited high school or documented home school in the current USATF competition year.
- Applicants must be certified by the applicable School Counselor and document must be attached to the application. In all cases GPA’s must be converted to a 4.0 (weighted) scale.
- Applications must be completed and received by the deadline date. Incomplete or late applications will not be accepted/reviewed.
- Awards will be announced at the conclusion of the USATF National Junior Olympic Track & Field Championships and will be awarded according to NFHS and NCAA mandates.

MISCELLANEOUS

Applicant must have abided by, and shall continue to abide by, any and all USATF rules and regulations, including any applicable anti-doping regulations. By submission of the application, the applicant is attesting that there is no fact known to the applicant that conflicts with the application nor impairs the applicant’s eligibility for the grant by violating any of the requirements listed above. Any false information given by the applicant will result in immediate disqualification and/or forfeiture of the grant award.
FORM 6: JUNIOR OUTDOOR CHAMPIONSHIPS

**USATF NATIONAL JUNIOR OLYMPICS**

**WAIVER & ENTRY FORM**

**PER USATF COMPETITION RULE 305:**
Athletes who compete in the Junior National Championships or World Youth Championships may be entered in the National Junior Olympic meet without having to compete in the Association or Regional meet provided that they meet the Youth Athletics age limits. Acquisition of the waiver and completion of the entry to the National meet must be made prior to the Regional meet via the Regional Coordinator.

The following Athlete has competed in the:

- USATF Junior National Championships

(Please print)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
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USATF Membership #

USATF Association

Age Division Date of Birth / / Male Female

Please list event(s) in which you are going to compete: list place and time/mark achieved at the event checked above.

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COMBINED EVENT TOTAL PTS PLACE

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Entry Fees: $8.00 per individual event - $24.00 for Heptathlon or Decathlon

Athlete’s Release: I voluntarily agree to participate in the USA Track & Field Junior Olympic Championships and knowingly assume any and all risks of loss, damage to my person or property, injury (including death), both during and following, of my attendance at and participation in the USA Track & Field Junior Olympic 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 USA Track & Field Junior Olympic 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 endorser of any product or service without my specific written consent.

Athletes who participate in this competition may be subject to drug testing.

Signature – ATHLETE

Signature – Parent/Guardian (Must be signed if athlete is under 18 years of age)

Please note: All requests for accommodations must be received six weeks prior to the date of competition. Visit [www.usatf.org/about/legalpolicies/ADA.asp](http://www.usatf.org/about/legalpolicies/ADA.asp) for forms and procedures.

List allergies and current medications:

Submission Instructions: Mail waiver form & entry fees to your Regional Coordinator listed on Page 2. Forms MUST be received before your Regional Championship Meet. Contact your regional coordinator or check the USATF website for Region dates.

Date Received / / Check # Fee(s) Paid S Entry Verified Yes No

For Official Use Only

Regional Coordinator Signature
FORM 7: 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):

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PAYMENT FOR SERVICE: $ _______________________

RETURN FORM TO:
USATF Accounting
132 E. Washington St.
Indianapolis, IN 46204

DESCRIPTION TO APPEAR ON CHECK:

FOR USATF OFFICE USE

ACCOUNT: __________________________ DUE DATE: _______________________
SPECIAL INSTRUCTIONS: ACCOUNTING STAFF APPROVAL: _______________________
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 topics are identified 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 SCHEDULE

The USATF Workshop is held in conjunction with the USATF Annual Meeting.

SECTION 3 // 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 4 // WORKSHOP AGENDA

The workshop agenda will be made available on line at www.usatf.com.
COMMUNICATION SKILLS
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
• 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
• 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 OPERATING PROCEDURES

ARTICLE I. // YOUTH DIVISION

1.1. NAME: The Youth Athletics Division (hereinafter the “Division”) shall consist of the Youth Athletics Committee (Sport committee hereinafter the “Committee”) and the Youth Advisory Council (Council). This shall constitute the Operating Procedures of the Division.

1.2. PURPOSE: The purpose of the Division shall be to administer, promote, develop and advance Youth Athletics pursuant to the authority granted the Division under Article 13 of USATF’s Bylaws and Regulation 15 of USATF Operating Regulations.

1.3. DIVISION OFFICERS: USATF Youth Division officers shall be the Chair, Executive Vice Chair, Vice Chair of Operations, Vice Chair of Administration, and Secretary. No individual may be an officer of USATF Youth Division that is also an officer of another National Governing Body (NGB) or who serves in the same or similar capacity in another National Youth Sports Organization (NYSO).

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

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

1.3.1.2. Duties: The Division Chair shall:
   1. Preside at all meetings of the Committee
   2. Ensure that all duties and responsibilities of the Committee are properly and promptly carried out
   3. Appoint such subcommittees as may be necessary to fulfill the duties and responsibilities of the Committee
   4. Appoint a Regional Coordinator for each region of USATF, Legal Advisor, and a Law & Legislation Advisor
   5. Keep members of the Committee fully informed of all matters pertaining to the function of and the business of the Committee
   6. Keep the USATF President and CEO fully informed of matters pertaining to the function of and the business of the Committee
   7. Administer all the Youth Athletics national meets
   8. As a voting member of the Advisory Council Advisory Council, represent the Youth Division in advancing the mission of the Youth Division
   9. Provide a quarterly report to all Association Youth Athletics chairs, regional coordinators, and zonal representatives
   10. Actively seek a national sponsor for the activities of this Committee
   11. All appointments to be made by the chair should be made no later than January 15 of the year following election
   12. Serve as ex-officio member of all committees of the Division
1.3.2. **Division Executive Vice Chair:** The Division Executive Vice Chair shall serve as the Vice Chair of the Committee, and shall, except otherwise provided for herein, be elected pursuant to Regulation 9.

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

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

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

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

1.3.3.2. Duties: The Division Vice Chair for Operation Shall:
   1. Serve as a member of the Site Evaluation Subcommittee
   2. Perform all duties with respect to the operation of the Committee’s championships and other events as may be assigned by the Chair
   3. Provide a written report to the Executive Committee on the activities of each sport subcommittee
   4. Serve as ex-officio member of each sports committee.

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

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

1.3.4.2. Duties: The Division Vice Chair for Administration shall:
   1. Serve as a member of the Division Site Evaluation Subcommittee
   2. Coordinate the activities of regional coordinators
   3. Serve as ex-officio member of each administrative and operations committee
   4. Report as needed to the executive committee the activity and progress of each administrative subcommittee; and serve as nominations supervisor
   5. Perform all duties with respect to administration of the Division’s Championships and its other events as may be assigned by the Chair
1.3.5. **Division Secretary:** The Division Secretary shall serve as the Secretary of the Committee, and shall, except otherwise provided for herein, be elected pursuant to Regulation 9.

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

1.3.5.2. **Duties:** The Division Secretary shall:
   1. Record the minutes of all meetings of the Committee and, as soon as possible following adjournment of meetings of the Committee, shall send by e-mail, or by any other electronic means, a copy of the written minutes to each member of this Committee.
   2. Keep or cause to be kept all records of the Committee, and all minutes of meetings of the Committee.
   3. Perform all duties normally pertaining to the office of Secretary.
   4. Serve as a member of the Site Evaluation Subcommittee.
   5. Perform all duties pertaining to the office of Secretary as may be assigned by the Chair.

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

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

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

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

1.4. **ELECTION-VOTING:**

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

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

   1.4.2.1. **Exceptions To Majority Vote:** Changes to the following matters shall require two thirds (2/3) vote of the members of the Division:
      1. the constituency of the Division under Regulation 15A
      2. the term of the Division Chair under Regulation 15B
      3. the Duties of the Division under Regulation 15C.1
      4. the Jurisdiction of the Division under Regulation 15C.2
      5. the makeup of the of the Division under Regulation 15C.3
      6. the duties of the International Staff Selection Committee under Regulation 15.D
      7. the makeup of the Youth Executive Committee under Regulation 15.E
      8. the makeup and duties of the Youth Advisory Council under Regulation 15.F
      9. the terms of the officers of the Youth Athletics Committee under Regulation 15.G
1.4.3. Voting Constituencies: The identity and voting status of each constituency of the Division shall be as follows:

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

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

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

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

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

1.5.2. All members of the Youth Division Executive Committee shall annually complete the Youth Division Background Screening Program conducted and shall meet the standards set forth therein by the Youth Division for participation in programs of the Youth Division.

1.5.3. The Youth Executive Committee shall consist of the following members:

1. The Divisional Chair
2. The Divisional Vice Chair
3. The Vice Chair for Operations
4. The Vice Chair for Administration
5. The Divisional Secretary
6. Five (5) Zonal Representatives
7. The immediate past Divisional Chair who shall serve as an ex-officio member
8. One ex-officio member appointed by the Associations Committee Chair
9. Regional Coordinator Liaison, who is elected by the Regional Coordinators
10. Three non-voting Advisors, who shall be appointed by the Youth Division Chair, are as follows:
   a. Legal Advisor, who shall also act as parliamentarian at the annual meeting
   b. Law & Legislation Advisor

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

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

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

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

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

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

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

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

1.6.2. Selection Youth Division Representative To USATF Nominating and Governance Panel:
The Youth Executive Committee shall, upon a majority vote of the voting members of the Youth Executive Committee.

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

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

1. Be a member of USATF in good standing
2. Have successfully passed the Youth Division Background Screening for at least four (4) or more years preceding nomination
3. The individual nominated must have experience and expertise in Youth Athletics
4. The individual nominated shall not have any conflicts of interest with USATF or the Youth Division
5. The individual nominated must be an individual that has a reputation high ethical and professional character
6. Submit a resume of their accomplishment for review by the Youth Executive Committee
1.6.2.2. Additional Nominees: A member of the Youth Executive Committee or the Youth Executive Committee, on its own initiative, may nominate other members to be considered for the Youth Division to USATF Nominating and Governance Panel.

1.6.2.2.1. Qualification of Additional Nominees: Additional Nominees sought by a member of the Youth Executive Committee or Additional Nominee sought by the Youth Executive Committee on its own initiative shall be a member of USATF:
1. Be a member of USATF in good standing
2. Have successfully passed the Youth Division Background Screening for at least four (4) or more years preceding the nomination
3. The individual nominated must have experience and expertise in Youth Athletics
4. The individual nominated shall not have any conflicts of interest with USATF or the Youth Division
5. The individual nominated must be an individual that has a reputation of high ethical and professional character

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

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

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

1.7.1.1. Age Limitation: The Division shall have jurisdiction over athletics competition for youth athletes who are age 19 before the final day of the national Junior Olympics track and field competition.

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

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

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

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

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

1.7.4.1. Jurisdiction: The Division shall have jurisdiction over athletics competitions for youth athletes who are not age 19 on before the final day of the national Junior Olympics track and field competition. The Committee shall have jurisdiction over all levels of competition, including Association, Regional and National Championships. These competitions shall include divisions for specified age categories and all levels of competition. Youth athletics includes all youth activity for youth boys and girls, including track and field, road running, cross country running, and race walking.
1.7.4.2. **Award Championships:** The Division shall have the authority to award championship events for Youth Athletics in conformance with the provisions of Regulation 18, or any amendment thereto, as Regulation 18 pertains to Youth Athletics. The Committee shall have authority to award, if needed, championship events for youth Athletics at the association and regional levels.

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

1.7.5. **Subcommittees:** The Division shall have the right to appoint subcommittees, whose members need not be members of the Committee or the Youth Athletics Division, to manage but not conduct the various championships.

1.7.6. **Officials:** The Division shall have the right to approve officials for championships under its jurisdiction and for international meetings involving Youth Athletics.

1.7.7. **International relations:** The Division shall administer all matters involving foreign countries in relation to youth athletics by working in close cooperation with the USATF Board.

1.7.8. **Open meetings:** The Division shall have the right to authorize the attendance of athletic coaches, officials, or representative of any group engaged in the sport, at its meetings. Unless otherwise qualified, authorization to attend such meeting shall not confer a right to vote on any such attendee.

1.7.9. **National sports organization representation:** The Division shall have the right to authorize appointment of any representation of a national sports organization involved in Youth Athletics to the Division's Sport Committee to insure proper representation of national sports organizations involved in Youth Athletics. Provided, however, that such appointment is not in violation of USATF Bylaws and Regulations.

ARTICLE II. YOUTH ATHLETICS COMMITTEE

2.1. **NAME:** The name of the Sport Committee of the Division shall be the Youth Athletics Committee, hereinafter referred to as "the Committee". The Committee is a member of the Division as defined in Regulation 15.A. and 15.C. of USATF Operating Regulations.

2.2. **PURPOSE:** The purpose of this Committee shall be to act as the youth athletics arm of the Division.

2.3. **COMMITTEE MAKE-UP:** Unless otherwise provided, the makeup of the Committee shall be consistent with Regulation 15, the Youth Athletics Committee shall be constituted as described in Regulations 11 and as relevant herein, Exhibit "E" of USATF Governance Manual.

2.4. **MAKEUP:** The Youth Division Sport committees shall be constituted as follows:

2.4.1. **Association members:** One (1) member appointed by each accredited Association. If two (2) Associations merge, the two (2) incumbent representatives on the committee may continue to serve. When at least one (1) incumbent no longer serves on the committee, the merged Association’s representation shall revert to one committee member;

2.4.2. **Sports organization members:** One (1) member appointed by each sports organization listed in the exhibits section of this handbook and an additional two (2) members to be named by any sports organizations listed in the exhibits section of this handbook that conduct substantial programs or competitions in the sports discipline of the particular committee;

2.4.3. **Other constituent members:** One (1) member appointed by any sports organization listed in the exhibits section of this handbook, other than Affiliated organizations, that conducts programs in the sports discipline of the particular committee. Affiliated organizations shall be represented only if the Board approves a recommendation that the Organizational Services Committee makes after consulting with affected sports committees;

2.4.4. **Athletics for the Disabled members:** One (1) member to represent the collective disabled athletes organization members of USATF listed in the exhibits section of this handbook, selected by the Athletics for the Disabled Committee;
2.4.5. **Officials Committee member:** One (1) member appointed by and from the Officials Committee;

2.4.6. **At-large members:** Five (5) at-large members selected by the members of the committee;

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

2.4.8. **Active Athlete members:** That number of Active Athlete members at least twenty-five percent (25%) of the total authorized membership of the Men's and Women's Track and Field, Men's and Women's Long Distance Running, and the Race Walking committees, and at least twenty percent (20%) for all other committees except Youth Athletics. The Active Athletes shall be selected by the registered attendees at the meetings of USATF who are Active Athletes engaged in the committee's particular sport discipline. For Youth Athletics, AAC shall appoint four (4) Active Athletes.

2.5. **MEETINGS**

2.5.1. **General:** This Committee shall meet annually in conjunction with and at the time and place fixed for the annual meeting of USATF as provided in Regulation 11 of its Bylaws. This Committee shall hold special meetings as may be called by the chair at his or her own initiative. At the initiative of 20 percent (20%) of the membership of this Committee and upon thirty (30) days prior written notice, a member may call a special meeting of this Committee. There will be a published agenda available at least 24 hours prior to the Committee's first scheduled session. Additional items added to the agenda shall not include any item where action of the committee is necessary, unless 75% of the members of the group then present agree. All meetings of the committee and its executive committee, board or task group shall be open to all USATF individual members. No part of any meeting shall be closed unless 75% of the members of the group then present agree to close the session. A quorum for any Committee meeting shall consist of 25% of its members.

2.5.2. **Executive Committee:** The Executive Committee shall conduct at least three (3) meeting annually. The Executive Committee may hold additional meetings as it may deem necessary to conduct the business of the Committee or the Division.

2.5.3. **Notice of Meetings:** Notice of annual meeting of USATF shall be provided pursuant to the terms of Regulation 11.

2.5.4. **Order of Business:** The order of business of the Committee shall include but not be limited to the agenda items as stated in USATF Regulation 11, Section A.6.b.

2.6. **ELECTION**

2.6.1. **General:** Each Committee member shall have one (1) vote. Committee members representing an Association of USATF who is absent during any vote during USATF's Annual Meeting may be replaced by an alternate member of said Association, whose name shall be given to the secretary the Division, in writing by the ranking Association officer present. No Committee member shall vote in more than one capacity.

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

2.6.2.1. Exceptions To Majority Vote: Recommended changes to the following provisions shall require two third (2/3) vote of the members of the Committee:

1. the constituency of the Division under Regulation 15A
2. the term of the Division Chair under Regulation 15B
3. the Duties of the Division under Regulation 15C.1
4. the Jurisdiction of the Division under Regulation 15C.2
5. the makeup of the of the Division under Regulation 15C.3
6. the duties of the International Staff Selection Committee under Regulation 15.D
7. the makeup of the Youth Executive Committee under Regulation 15.E
8. the makeup and duties of the Youth Advisory Council under Regulation 15.F
9. the terms of the officers of the Youth Athletics Committee under Regulation 15.G
10. The provisions of 1.6 of the Youth Division Operating Procedures
2.6.3. **Motions and Resolutions.** In conducting the business of the Committee, motions and resolutions shall generally be by voice vote. If the Division Chair determines that any voice vote is inconclusive or if, upon oral motion seconded by a member the determination of the Chair, the voice vote is challenged, the vote shall then be conducted by a show of hands. The Division Chair may, upon the Chair’s determination or upon oral motion seconded by a member, require that the vote be conducted by a roll call vote.

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

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

2.6.6. **Nominations:**

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

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

1. Shall, immediately following the Fall Meeting of the Youth Executive Committee, provide notice to member of the Committee that written nominations for elected position or other positions for which nominations are required by these Operating Procedures, shall be taken by the Nomination Subcommittee shall be submitted to the Nomination Subcommittee on or before ten (10) days before the Youth Division’s Opening Session of USATF’s Annual Meeting
2. Shall, nine (9) days before the Youth Division’s Opening Session of USATF’s Annual Meeting, provide notice (by e-mail, electronic notification or posting on USATF website) to the members of the Committee of the members who have submitted written nominations for elected position or other positions for which nominations are required by these Operating Procedures
3. Provide oral notice at the first Youth Division Business Session at USATF’s Annual Meeting that oral nominations for elected position or other positions for which nominations are required by these Operating Procedures, shall be taken by the Nomination Subcommittee by the Close of first Youth Division Business Session at USATF’s Annual Meeting
4. Shall confirm that each person nominated shall meet the requirements for the position for which a nomination is received
5. Shall confirm that each person nominated has passed the Youth Division Background Screening process

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

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

1. Division Secretary
2. Division Vice chair for Administration
3. Vice chair for Operations
4. Divisional Executive Vice Chair
5. Divisional Chair
6. Five At Large Delegates
2.6.6.4. Approval of Nominations: The Committee must approve closing the nominations for each position before nominations for the next position in the order of nominations may be considered.

2.6.7. **Election Process:**

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

2.6.7.2. Posting requirement: All elections shall commence with nominations which shall take place at a predetermined time which shall be announced and posted at least twenty-four (24) hours prior to the nominations;

2.6.7.3. Speeches: At a predetermined time, the Vice Chair for Administration shall call upon one (1) nominator to speak for each candidate for a period not to exceed three (3) minutes. If the candidate wishes to speak to his or her nomination, his or her time shall come from the nominator's allocation. All speeches for each position shall be called alphabetically. A candidate shall not use his or her time allocation to promote a candidate for another office.

2.6.7.4. Voting process: Ballots shall be collected, counted, and held secure by the Nominations Subcommittee. The list of elected persons and still contested offices shall be immediately announced to the Committee; and

2.6.7.5. Runoffs: Runoff elections shall be held if no candidate receives a majority of the votes cast for any office. The run-off election shall be contested by the two candidates receiving the greatest number of votes cast for the office in question.

2.6.8. **Removal:** Subject to Sections 1.3.6 and 1.3.7 of Article I of these Operating Procedure, any member elected to serve on the Executive Committee Division may be removed for good cause by a two-thirds (2/3) vote of those members of those delegates of USATF present and voting at an annual meeting or special meeting called for this purpose.

2.6.8.1. Notice of the proposed action must be given to the committee members at least thirty (30) days prior to the meeting.

2.6.8.2. If a special meeting shall be called to remove such member, members present at such special shall name another individual to fill the vacancy caused by removal until the next Annual Meeting when a special election shall be held for the unexpired portion of the term of such member.

2.6.8.3. If the vote to remove a member herein occurs at an Annual Meeting, a special election shall be held to fill the unexpired portion of the term of such member removed.

2.6.9. **Vacancies:** Subject to Sections 1.3.6 and 1.3.7 of Article I of these Operating Procedure, if the Committee, upon vote of with the Executive Committee of the Division, determines by a two-thirds (2/3) vote of its members that a member elected or appointed to serve on the Executive Committee is temporarily unable to serve, may, in its sole discretion, name another individual to fill the vacancy temporarily until the next Annual Meeting when a special election shall be held for the unexpired portion of the term of such member.

2.6.10. **Resignation of Member Of the Executive Committee:** Subject to Sections 1.3.6 and 1.3.7 of Article I of these Operating Procedure, if a member elected or appointed to serve on the Executive Committee resigns or is permanently unable to serve, the Youth Division Executive Committee shall name a successor until the following annual meeting, when a special election shall be held for the unexpired portion of the term of such officer.
ARTICLE III YOUTH ATHLETICS EXECUTIVE COMMITTEE

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

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

3.1.2. Makeup: This committee shall consist of the following:
   1. Division Chair
   2. Division Vice Chair
   3. Division Vice Chair
   4. Vice Chair for Operations
   5. Division Secretary
   6. Vice Chair for Administration
   7. Immediate Past Division Chair who shall serve as an ex-officio member
   8. Five (5) Zonal Representatives
   9. One ex-officio member appointed by the Associations Committee Chair
   10. Three non-voting Advisors:
       a. Regional Coordinator Liaison
       b. Legal Advisor, who shall also act as parliamentarian at the annual meeting
       c. Law & Legislation Advisor

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

3.1.4. Background Screening Check: All members of the Youth Executive Committee shall annually complete the Youth Division Background Screening Program conducted and shall meet the standards set forth therein by the Youth Division for participation in programs of the Youth Division.

ARTICLE IV REGIONAL COORDINATORS

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

4.2. DUTIES: See workshop materials

4.3. QUALIFICATIONS: Regional Coordinators shall be:
   1. Be a member of USATF in good standing
   2. Have successfully passed the Youth Division Background Screening for at least four years preceding the nomination
   3. Shall not have any conflicts of interest with USATF or the Youth Division
   5. Shall be an individual that has a reputation of high ethical and professional character

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

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

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

5.2. REPRESENTATION: The Zonal Representatives or Alternate Zonal Representatives as the case may be, shall be members of the Executive Committee and shall have the power to vote on all matters placed before the Executive Committee. In the event that a Zonal Representative is unable to attend an Executive Committee meeting, the Alternate Zonal Representative may attend the Executive Committee meeting to represent the Zonal Representative who is unable to attend. (Note: Advance notice of substitution is required to facility travel requirements.)

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

ARTICLE VI: SUBCOMMITTEES

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

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<td>Athletics for the Disabled</td>
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6.2. SPECIAL SUBCOMMITTEES: Special Subcommittees may be created from time to time by the Chair or the Executive Committee as may be necessary to fulfill the duties and responsibilities of the Committee.

6.3. CHAIRS: Subcommittee chairs shall be appointed by the Division Chair to serve a four-year term to run concurrently with the term of the chair. Subcommittee chairs may be removed for good cause by the chair of this Committee or by a vote of two-thirds (2/3) of the members of the Committee.

6.4. MEMBERS: Unless otherwise determined by these Operating Procedures or the USATF Bylaws, the Chair of the Committee or the Subcommittee Chairs may appoint any number of members of the Committee to serve on a Subcommittee.

ARTICLE VII: SITE SELECTION

7.1. AWARD: Except Pilot Championship or Development Program established by the Committee, all Youth national championship meets, including the Junior Olympics, shall be awarded at the annual meeting of this Committee. Selection shall be made from those bids properly filed, in writing, with the chair of this Committee, and a copy with the secretary prior to the Youth Athletics Track & Field Championships. Bids beyond two upcoming years shall not be considered.

7.2. SUBMISSION: Bids shall be submitted, in writing, in the form prescribed by the USATF for bids for national championship meets, or as otherwise approved by this Committee in absence of a USATF prescribed bid form. All bids herein shall be e-mail or by mail. Submission of such bids shall be post marked, if submitted by mail, or delivered to the Committee, if by e-mail, on the date established by the Committee.

7.3. SUBCOMMITTEE: One or more Site Evaluation Subcommittee(s) for the Junior Olympic National Outdoor Track & Field Championship, Junior Olympic National Cross Country Championship or the Youth Athletic National Outdoor Track & Field Championship shall be selected by the Chair of the Committee to evaluate each proposed national championship site that qualifies. The Site Evaluation Subcommittee shall consist of members of the Committee chosen from the Executive Committee and the Chairs of the Subcommittees.

7.4. EVALUATION: The Site Evaluation Subcommittee shall evaluate each site personally or by any other means deemed reasonable or practical by a majority of the members of said Subcommittee. The Site Evaluation Subcommittee shall notify, in writing, the organization filing each bid of its approval or disapproval of the proposed site in a timely manner. Notice of disapproval shall include the specific reason for disapproval. Only those organizations whose proposed sites have been approved by the Site Evaluation Subcommittee shall be permitted to present their bid proposal for vote of the members of the Committee at the Annual Meeting.

7.5. VOTING: A national championship meet shall be awarded to the organization whose bid received a majority of the votes cast at the Annual Meeting. If no proposal receives a majority vote, a runoff vote shall be held between the two proposals receiving the greatest number of votes. In the event that the organization submitting the winning proposal is subsequently unable to run the meet or the site is for any reason determined to be unacceptable, the Executive Committee shall select a site from applicants previously approved as alternative emergency championship sites.

7.6. ALTERNATIVE SITES: Organizations otherwise qualifying as sites for national championship meets may apply to the Youth Athletics Committee to be considered as an alternative emergency championship site. Following site evaluation and approval as 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 before the opening day of the USATF annual meeting. If no alternative sites are available, the executive committee shall contact sites which have held meets in previous years.

ARTICLE VIII: YOUTH ATHLETICS ADVISORY COUNCIL

8.1. NAME: The Youth Athletics Advisory Council (hereinafter, the “Advisory Council”).

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

8.4. YOUTH ADVISORY COUNCIL OFFICERS:

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

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

   8.4.1.2. Duties: The Division Chair shall:
       1. Preside at all meetings of the Council
       2. Ensure that all duties and responsibilities of the Council are properly and promptly carried out
       3. Appoint such subcommittees as may be necessary to fulfill the duties and responsibilities of the Council
       4. Appoint a Regional Coordinator for each region of USATF, Legal Advisor, and a Law & Legislation Advisor
       5. Keep members of the Youth Athletic Division fully informed of all matters pertaining to the function of and the business of the Council

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

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

   8.4.2.2. Duties: The Advisory Council Secretary shall:
       1. Record the minutes of all meetings of the Council and, as soon as possible following adjournment of meetings of the Committee, shall send by e-mail, or by any other electronic means, a copy of the written minutes to each member of this Committee
       2. Keep or cause to be kept all records of the Council, and all minutes of meetings of the Council
       3. Perform all duties normally pertaining to the office of Secretary
       4. Perform all duties pertaining to the office of Secretary as may be assigned by the Chair

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

8.4.4. Vacancies: If the Council, upon consultation with the Youth Division Chair of USATF, determines that an officer of the Council is temporarily unable to serve, it may, in its sole discretion, name another individual to fill the vacancy temporarily.
8.4.5. **Resignation of Council Chair:** If the Council Chair resigns or is permanently unable to serve, the Council, in consultation with Youth Division Chair shall name, a successor until the following annual meeting, when a special election shall be held for the unexpired portion of the term of the Council Chair.

8.5. **Resignation of Advisor Council other than Council Chair:** If an officer other than the Council Chair resigns or is permanently unable to serve, the Council shall name a successor until the following annual meeting, when a special election shall be held for the unexpired portion of the term of such officer.

8.6. **Election**

8.6.1. **General:** Each Council member shall have one (1) vote. Council must be present during USATF’s Annual Meeting to vote.

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

**ARTICLE IX: GENERAL PROVISION**

9.1. **Savings Clause:** Failure of literal or complete compliance with the provisions of these Operating Procedures in respect to dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice of proposals, which in the judgment of the members of this Committee at meetings held do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of members at any meeting.

9.2. **Conflicts:** In the event that any provision of these Operating Procedures conflicts with any applicable federal, state, or local laws, or the Bylaws, Operating Regulations, or Rules of Competition of the USATF, said provision of these Operating Procedures shall be void and of no effect. If any provision of these Operating Procedures is rendered void for conflict with law or the Bylaws, Operating Regulations, or Rules of Competition of USATF, all other provisions of these Operating Procedures shall be unaffected thereby and continue in full force and effect.

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

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

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

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

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

9.4.1. All members of the Youth Division, including the Youth Chair of each Association of USATF, shall annually complete the Youth Division Background Screening Program conducted and shall meet the standards set forth therein by the Youth Division for participation in programs of the Youth Division.

9.4.2. All youth coaches and volunteers who supervise youth that meet the criteria for membership in the Youth Division, shall annually complete the Youth Division Background Screening Program, through such agency as the Youth Division shall designate, and shall meet the standards established by the Youth Division for participation in programs of the Youth Division.

9.5. AMENDMENTS:

9.5.1. General Rule: Amendments to these Operating Procedures shall be considered at the Annual Meeting of the Committee in any year;

9.5.2. Super majority: Amendments to the Operating Procedures shall require a two-thirds vote of those members present and voting.

9.5.3. Submission: Amendments shall be submitted at least ninety (90) days prior to the meeting at which they are to be considered, so as to allow proper review and submittal to the members of this Committee. They are to be submitted to the USATF Law & Legislation representative from the Committee.

9.5.4. Form of Submission: The proposed amendments shall be in such form as to show the entire section, subsection, or paragraph, as the case may be, as it will read if adopted, with all proposed additional language underlined, and all proposed deleted language in double parentheses or shaded.

9.5.5. Persons Submitting: All proposed amendments must be first recommended for approval at the time of submission by someone other than the submitter who shall be either the Chair of any subcommittee of the Committee, any member of the Youth Division Executive Committee, any member of the Law & Legislation Subcommittee, or any officer of the Committee. Such approval must be in writing, dated, and placed on the proposal when submitted.

9.5.6. Effective Date: Unless otherwise specified at the time of adoption, amendments to the Operating Procedures shall be effective immediately.
YA PROCEDURE 100:
ENTRY INFORMATION PROCEDURES FOR THE JO PROGRAM
(Per Rule 305.4)
Rev. 1, 11/2010

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.

1. Online registration for each individual athlete requires the following:
   a. USATF Membership Number and Club Number.
   b. Complete and submit the Participant Waiver & Release Form and turn into meet management at the first level of competition.
   c. 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.
   d. Payment of entry fees at the time of registration unless otherwise stated in the meet information.

2. In track and field, Relay Entry/Advancement requires the following:
   a. Registration as a USATF Member Club.
   b. 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.

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

   Refer to Competition Rule 305.3 for detailed entry procedures.

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.

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.

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.

Regional Coordinators shall forward a backup file of their complete results to the designated person no later than 24 hours after the conclusion of the meet.
YA PROCEDURE 101:
AWARDS
(Per Rule 305.4)
Rev. 1, 11/2010

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:

- Junior Olympic Award request application.

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>
</tr>
</thead>
<tbody>
<tr>
<td>DEVELOPMENTAL MEETS</td>
<td>TOP 6 RIBBONS</td>
<td>TOP 6 RIBBONS</td>
<td>TOP 10 RIBBONS</td>
</tr>
<tr>
<td>PRELIMINARY MEETS</td>
<td>TOP 6 RIBBONS</td>
<td>TOP 6 RIBBONS</td>
<td>TOP 10 RIBBONS</td>
</tr>
<tr>
<td>ASSOCIATION MEETS</td>
<td>TOP 3 MEDALS</td>
<td>TOP 3 MEDALS</td>
<td>TOP 15 MEDALS</td>
</tr>
<tr>
<td>REGIONAL MEETS</td>
<td>TOP 5 MEDALS</td>
<td>TOP 3 MEDALS</td>
<td>TOP 30 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>

ADDITIONAL AWARDS MAY BE PURCHASED FROM USATF.

YA PROCEDURE 102:
YOUTH ATHLETICS RELAY PROCEDURES
Rev. 1, 11/2010

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
Rev. 1, 11/2010

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:
      i.  4x100 A, B, C, etc.
      ii.  4x400 A, B, C, etc.
      iii. 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 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 makeup 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.
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 occur 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. 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.
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.
SECTION 1 // BEST PRACTICES

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

PEOPLE TO CONTACT

This section lists groups of people who can support your event and provides examples of what types of sponsorships they support. Sponsors must be approved by USATF.

NATIONAL GUARD COMPANY
1. Tents, large and small
2. Portable Generators
3. Security Guards

CONVENTION AND VISITORS BUREAU (CVB)
1. Volunteers

Police Department
1. Security for Area
2. Grants

CITY COUNCIL
1. Sponsorships (Grants)
2. Volunteers
3. Officials to give out Awards
SPONSORSHIP FUNDS/REDUCED VOUCHERS
1. Burger King
2. McDonalds
3. Pizza Hut
4. Wendy’s
5. Area Restaurants

AREA HIGH SCHOOLS
1. Upper Classmen for Community Service Hours

MATCHING FUNDS
1. Wal-Mart
2. Target

FOOD COMPANIES THAT SELL CHILDREN FRIENDLY ITEMS
1. Local suppliers in your area
FACILITIES
SECTION 1 // INTRODUCTION

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.

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 (1 each)
- 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

THREE MAIN OBJECTIVES
1. Your priorities
2. Become better organized
3. Become productive overall

PLANNING PROCESS
1. Daily (Plan)
2. Plan weekly
3. Set goals
4. Identify values

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

NOT IMPORTANT
1. Needless Interruption
2. Unnecessary Reports
3. Unimportant Meetings, Phone Calls, Mail, E-mails
4. Other People’s Minor Issues

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
   i. Timing / Scoring
   ii. Results Quality Control
   iii. Results - Posting
   iv. Volunteers

i. Produces
   i. Announcers
   ii. Sound / Music
   iii. Video / Television
   iv. Technicians
   v. Video / Photo Technician
   vi. Scoreboard Technicians
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.”

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. 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”, and Section 2, “Component Areas with Identification of Major Tasks” to get an overview of the responsibilities of hosting a meet. Next Section 3, “Suggested Timeline of Tasks” will give an understanding of what must be done and when. After this, the more detailed Section 4, “Elaboration of Tasks” 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-tos” 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
- 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 & 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 & 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 & 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
  / 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
- Begin work on entry form (see Details-1)
- Determine entry deadline, including if there will be a day-of-meet registration
- Publicize meet date and contact information (see Details-2)
- Determine if there will be concessions
- Develop budget (see Details-3)
- 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)
- Determine if meet will have youth specific equipment (see Details-5)
- 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
- 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 (if needed)
- Begin design work on meet logo for T-shirt and possibly program (see Details-6)
- **Identify printer for meet program
- **Determine basic content for printed meet program (see Details-7)
- Identify vendor for concessions, if appropriate (may not have a choice if using services at an institution)
- Order Awards
- Focus on detailed planning for the meet: facilities and equipment
- Make contact with officials’ organization to put meet date on calendar
- 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 info 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.
1 MONTH BEFORE MEET (MAY)

- 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)
- 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)

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
- 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 (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 order must be called in; it could be more than 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)
- 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)
- Prepare clipboards for all officials – to include events sheets for head officials (see Details-17)
- 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)
- Stuff packets - may be done just before packet pick-up, if starts evening before meet (see Details-19)

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)

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 INFO

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.

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 Youth Programs Coordinator
• Decide on type of awards you will present (medals, 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.
• Adherence to Implements. Reference --See Exhibit L: Hurdle Heights & Spacing, Steeplechase Specifications, and Implements. 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. Please reach out the USATF Youth Programs Coordinator and USATF Brand Manager to locate the proper form for selecting your logo.

**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.

**NOTE:** Suggestions:
- 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.
- A nice collectible art design on the shirt makes a big difference in terms of shirt sales, and these funds will add nicely to the meet income.
- 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
• Put information online
• 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 the data are entered, information must also be verified to ensure completeness and accuracy. 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: If 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></td>
</tr>
<tr>
<td>Wind gauge operator for 100, 200, high hurdles</td>
<td></td>
</tr>
</tbody>
</table>

Folders for all event sheets for:
- PA Announcer (running and field events)
- Posting board maintenance manager (posting format)

**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
Long Jump + one for wind gauge
Triple Jump+ one for wind gauge
Pole Vault
High Jump
Shot Put
Javelin Hammer
*Weight
Field Referee

ITEMS FOR FIELD EVENT CLIPBOARDS:
Records for the Event
Instructions for Head Officials (See Exhibit G: Instruction For Head Field Event Officials (Sample))
Metric Conversions for HJ and PV
Flight Sheets - this is what is essential
Throwing Implement Table for all Throws

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
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)
- 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 cleanup
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 & 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
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 takeoff 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 cleanup 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
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)
Ensure that conditions exist that will enable records (Refer to Details-20)
Get copy of current USATF Youth Records (available at www.usatf.org/statistics/records/)
**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
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” takeoff 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 9-10 girls and boys in younger age groups.)
Specify materials needed for marking the shorter takeoff 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 (See 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)
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 upmost 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 as 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 2 Officials Organization for All-Comers/Local Club Meet

Figure 3 Officials Organization for a Large/Championship Meets
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.

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 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 Discus</td>
</tr>
<tr>
<td>11:00 80m Hurdles</td>
<td>10:30 Long Jump</td>
</tr>
<tr>
<td>11:20 100m Hurdles</td>
<td>11:00 High Jump</td>
</tr>
<tr>
<td>11:40 110m Hurdles</td>
<td>11:30 Long Jump - Men 30-59</td>
</tr>
<tr>
<td>12:00 100m</td>
<td>12:00 Javelin - All Women</td>
</tr>
<tr>
<td></td>
<td>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 Triple Jump</td>
</tr>
<tr>
<td>1:00 5K Fitness Walk*</td>
<td>1:30 HJ</td>
</tr>
<tr>
<td><em>(May eliminate above event)</em></td>
<td>2:00 Javelin Shot Put Discus</td>
</tr>
<tr>
<td>2:00 800m</td>
<td></td>
</tr>
<tr>
<td>2:40 200m</td>
<td></td>
</tr>
<tr>
<td>3:10 300m Hurdles</td>
<td></td>
</tr>
<tr>
<td>3:25 400m Hurdles</td>
<td></td>
</tr>
<tr>
<td>3:50 4 x 100 Relays</td>
<td></td>
</tr>
</tbody>
</table>
## EXHIBIT B: TWO-DAY REGIONAL CHAMPIONSHIP MEET SCHEDULE (SAMPLE)

### AN EXAMPLE OF A REGIONAL CHAMPIONSHIP SCHEDULE:

#### FRIDAY – FIELD EVENT ONLY

<table>
<thead>
<tr>
<th>Event</th>
<th>Age Group</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hammer Throw (4k)</td>
<td>15-16/17-18 Girls</td>
<td>4:00</td>
</tr>
<tr>
<td>Hammer Throw (12 lb)</td>
<td>15-16/17-18 Boys</td>
<td>5:00</td>
</tr>
</tbody>
</table>

#### SATURDAY

**RUNNING EVENTS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Age Group</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 Meter Run-Finals</td>
<td>17-18 Men</td>
<td>7:40</td>
</tr>
<tr>
<td>3000 Meter Run-Finals</td>
<td>All Divisions</td>
<td>8:00</td>
</tr>
<tr>
<td>400 Meter Relays (Heats)*</td>
<td>All Divisions</td>
<td>9:30</td>
</tr>
<tr>
<td>800 Meter Run – Finals</td>
<td>All Divisions</td>
<td>11:00</td>
</tr>
<tr>
<td>100M Semi Finals*</td>
<td>All Divisions</td>
<td>12:00</td>
</tr>
<tr>
<td>400 Meter – Finals</td>
<td>All Divisions</td>
<td>1:15</td>
</tr>
<tr>
<td>80M Hurdles (Heats)*</td>
<td>11-12 G/B</td>
<td>2:15</td>
</tr>
<tr>
<td>100M Hurdles (Heats)*</td>
<td>13-14</td>
<td>2:40</td>
</tr>
<tr>
<td>100M Hurdles (Heats)*</td>
<td>15-16 Girls</td>
<td>3:00</td>
</tr>
<tr>
<td>100M Hurdles (Heats)*</td>
<td>17-18 Women</td>
<td>3:10</td>
</tr>
<tr>
<td>110M Hurdles (Heats)*</td>
<td>15-16</td>
<td>3:20</td>
</tr>
<tr>
<td>200M Semi Finals*</td>
<td>All Divisions</td>
<td>3:30</td>
</tr>
<tr>
<td>3200M Relays – Finals</td>
<td>11-12 &amp; Older</td>
<td>4:30</td>
</tr>
</tbody>
</table>

*9 OR LESS RUN AS FINAL

**FIELD EVENTS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Age Group</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Jump A</td>
<td>11-12 Girls</td>
<td>8:00</td>
</tr>
<tr>
<td>Long Jump B</td>
<td>11-12 Boys</td>
<td>8:00</td>
</tr>
<tr>
<td>Long Jump A</td>
<td>9-10 Girls</td>
<td>9:00</td>
</tr>
<tr>
<td>Long Jump B</td>
<td>9-10 Boys</td>
<td>9:00</td>
</tr>
<tr>
<td>Long Jump A</td>
<td>13-14 Girls</td>
<td>10:15</td>
</tr>
<tr>
<td>Long Jump B</td>
<td>13-14 Boys</td>
<td>10:15</td>
</tr>
<tr>
<td>Long Jump A</td>
<td>14-15 Girls</td>
<td>11:30</td>
</tr>
<tr>
<td>Long Jump B</td>
<td>14-15 Boys</td>
<td>11:30</td>
</tr>
<tr>
<td>Long Jump A</td>
<td>17-18 Women</td>
<td>12:15</td>
</tr>
<tr>
<td>Long Jump B</td>
<td>17-18 Men</td>
<td>1:00</td>
</tr>
<tr>
<td>Shot Put</td>
<td>9-10 Boys</td>
<td>9:00</td>
</tr>
<tr>
<td>Shot Put</td>
<td>9-10 Girls</td>
<td>10:00</td>
</tr>
<tr>
<td>Shot Put</td>
<td>11-12 Boys</td>
<td>11:00</td>
</tr>
<tr>
<td>Shot Put</td>
<td>11-12 Girls</td>
<td>12:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>9-10 Boys</td>
<td>8:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>9-10 Girls</td>
<td>9:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>11-12 Boys</td>
<td>10:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>11-12 Girls</td>
<td>11:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>13-14 Girls</td>
<td>12:15</td>
</tr>
<tr>
<td>High Jump</td>
<td>9-10 Girls</td>
<td>8:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>9-10 Boys</td>
<td>9:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>11-12 Girls</td>
<td>10:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>11-12 Boys</td>
<td>11:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>15-16 Boys</td>
<td>12:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>15-16 Girls</td>
<td>1:00</td>
</tr>
<tr>
<td>Discus</td>
<td>15-16 Boys</td>
<td>9:00</td>
</tr>
<tr>
<td>Discus</td>
<td>17-18 Men</td>
<td>10:30</td>
</tr>
<tr>
<td>Discus</td>
<td>13-14 Boys</td>
<td>12:00</td>
</tr>
<tr>
<td>Pole Vault</td>
<td>13-14 Girls</td>
<td>9:00</td>
</tr>
<tr>
<td>Pole Vault</td>
<td>15-16/17-18</td>
<td>10:00</td>
</tr>
<tr>
<td>Pole Vault</td>
<td>13-14 Boys</td>
<td>11:15</td>
</tr>
</tbody>
</table>

#### SUNDAY

**RUNNING EVENTS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Age Group</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000M Steeplechase</td>
<td>15-16/17-18 Girls</td>
<td>7:30</td>
</tr>
<tr>
<td>2000M Steeplechase</td>
<td>15-16/17-18 Boys</td>
<td>7:50</td>
</tr>
<tr>
<td>400M Relay Finals (If any)</td>
<td>All Divisions</td>
<td>8:20</td>
</tr>
<tr>
<td>1500 Meter Run – Finals</td>
<td>All Divisions</td>
<td>8:30</td>
</tr>
<tr>
<td>100M Finals</td>
<td>All Divisions</td>
<td>9:30</td>
</tr>
<tr>
<td>1500M Racewalk – Finals</td>
<td>9-10/11-12</td>
<td>10:00</td>
</tr>
<tr>
<td>3000M Racewalk – Finals</td>
<td>13-14 &amp; Older</td>
<td>10:15</td>
</tr>
<tr>
<td>80M Hurdles – Finals</td>
<td>11-12</td>
<td>10:40</td>
</tr>
<tr>
<td>100M Hurdles – Finals</td>
<td>If Any</td>
<td>10:50</td>
</tr>
<tr>
<td>110M Hurdle – Finals</td>
<td>If Any</td>
<td>11:00</td>
</tr>
<tr>
<td>200M Finals</td>
<td>All Divisions</td>
<td>11:10</td>
</tr>
<tr>
<td>200M Hurdles – Finals</td>
<td>13-14</td>
<td>11:30</td>
</tr>
<tr>
<td>400M Hurdles – Finals</td>
<td>15-16/17-18 Girls</td>
<td>11:40</td>
</tr>
<tr>
<td>400M Hurdles – Finals</td>
<td>15-16/17-18 Boys</td>
<td>11:50</td>
</tr>
<tr>
<td>1600M Relays – finals</td>
<td>All Divisions</td>
<td>12:00</td>
</tr>
</tbody>
</table>

**FIELD EVENTS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Age Group</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triple Jump</td>
<td>13-14 Girls</td>
<td>8:00</td>
</tr>
<tr>
<td>Triple Jump</td>
<td>13-14 Boys</td>
<td>9:00</td>
</tr>
<tr>
<td>Triple Jump</td>
<td>15-16 Girls</td>
<td>10:00</td>
</tr>
<tr>
<td>Triple Jump</td>
<td>15-16 Boys</td>
<td>11:00</td>
</tr>
<tr>
<td>Triple Jump</td>
<td>17-18 Women</td>
<td>12:00</td>
</tr>
<tr>
<td>Triple Jump</td>
<td>17-18 Men</td>
<td>12:30</td>
</tr>
<tr>
<td>High Jump</td>
<td>13-14 Girls</td>
<td>9:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>13-14 Boys</td>
<td>10:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>17-18 Women</td>
<td>11:00</td>
</tr>
<tr>
<td>High Jump</td>
<td>17-18 Men</td>
<td>12:00</td>
</tr>
<tr>
<td>Pole Vault</td>
<td>15-16 Boys</td>
<td>9:00</td>
</tr>
<tr>
<td>Pole Vault</td>
<td>17-18 Men</td>
<td>10:15</td>
</tr>
<tr>
<td>Shot Put</td>
<td>13-14 Girls</td>
<td>8:00</td>
</tr>
<tr>
<td>Shot Put</td>
<td>15-16/17-18 Girls</td>
<td>9:00</td>
</tr>
<tr>
<td>Shot Put</td>
<td>15-16 Boys</td>
<td>10:00</td>
</tr>
<tr>
<td>Shot Put</td>
<td>17-18 Men</td>
<td>11:15</td>
</tr>
<tr>
<td>Discus</td>
<td>11-12 Girls</td>
<td>9:00</td>
</tr>
<tr>
<td>Discus</td>
<td>11-12 Boys</td>
<td>10:00</td>
</tr>
<tr>
<td>Discus</td>
<td>13-14 Girls</td>
<td>11:00</td>
</tr>
<tr>
<td>Discus</td>
<td>15-16/17-18 Girls</td>
<td>12:15</td>
</tr>
<tr>
<td>Javelin</td>
<td>13-14 Girls</td>
<td>9:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>15-16/17-18 Girls</td>
<td>10:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>15-16 Boys</td>
<td>11:00</td>
</tr>
<tr>
<td>Javelin</td>
<td>17-18 Men</td>
<td>12:15</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,

Name__________________________ Date________________ Contact Number________________

For the__________________________ (club), Title__________________________

Name__________________________ Date________________ Contact Number________________
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, cleanup 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 cleanup 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. 8 & under 1 to 9 and 9-10 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:
   ___ yes ___ no

_____ 2. Schedule of Events
   Comments:
   ___ yes ___ no

_____ 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>ATHLETES (NUMBER/UNIFORM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000:</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>8</td>
</tr>
<tr>
<td>3000:</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>4</td>
</tr>
<tr>
<td>1500:</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
### Exhibits

#### 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>Expenses</th>
<th>Budgeted ($)</th>
<th>Actual ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>$800.00</td>
<td>$280.00</td>
</tr>
<tr>
<td>Athletic Trainers</td>
<td>$200.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bib Numbers</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bulk Mailings</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Committee expenses</td>
<td>$200.00</td>
<td>$158.00</td>
</tr>
<tr>
<td>Computer Supplies</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>In-Kind Shirts</td>
<td>—</td>
<td>$500.00</td>
</tr>
<tr>
<td>Hip Numbers</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
<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>
<tr>
<td>Printing and Copying</td>
<td>$200.00</td>
<td>$247.45</td>
</tr>
<tr>
<td>Programs</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Reception</td>
<td>$600.00</td>
<td>$367.07</td>
</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>
</tr>
<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>
</tr>
<tr>
<td>Web Site</td>
<td>$400.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Officials Fund</td>
<td>—</td>
<td>$754.00</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$11,295.00</strong></td>
<td><strong>$11,206.08</strong></td>
</tr>
</tbody>
</table>

**Net Profit**

- Budgeted: $1,855.00
- Actual: $4,173.92
**EXHIBIT L: HURDLE HEIGHTS & SPACING, STEEPELCHASE SPECIFICATIONS, AND IMPLEMENTS**

The following tables have been generated from 2016 competition rules.

**Table 1: Hurdle Heights and Spacings (Rule 302)**

<table>
<thead>
<tr>
<th>Distance</th>
<th>Division</th>
<th># Jumps</th>
<th>Height</th>
<th>To 1st</th>
<th>Between</th>
<th>To Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>80M</td>
<td>11-12 B/G</td>
<td>8</td>
<td>30” (0.762m)</td>
<td>12.00m</td>
<td>7.5m</td>
<td>15.5m</td>
</tr>
<tr>
<td>100M</td>
<td>13-14 G</td>
<td>10</td>
<td>30” (0.840m)</td>
<td>13.00m</td>
<td>8.0m</td>
<td>15.0m</td>
</tr>
<tr>
<td>100M</td>
<td>13-14 B</td>
<td>10</td>
<td>33” (0.840m)</td>
<td>13.0m</td>
<td>8.5m</td>
<td>10.5m</td>
</tr>
<tr>
<td>100M</td>
<td>15-16/17-18 W</td>
<td>10</td>
<td>33” (0.840m)</td>
<td>13.00m</td>
<td>8.5m</td>
<td>10.5m</td>
</tr>
<tr>
<td>110M</td>
<td>15-16/17-18 M</td>
<td>10</td>
<td>39” (0.991m)</td>
<td>13.72m</td>
<td>9.14m</td>
<td>14.02m</td>
</tr>
<tr>
<td>200M</td>
<td>11-12 B&amp;G</td>
<td>5</td>
<td>30” (0.762m)</td>
<td>20m</td>
<td>35m</td>
<td>40m</td>
</tr>
<tr>
<td>400M</td>
<td>15-16/17-18 W</td>
<td>10</td>
<td>30” (0.762m)</td>
<td>45m</td>
<td>35m</td>
<td>40m</td>
</tr>
<tr>
<td>400M</td>
<td>15-16/17-18 M</td>
<td>10</td>
<td>36” (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>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000M</td>
<td>15-16/17-18 W</td>
<td>18</td>
<td>2’6” (76.2cm +/-2cm))</td>
</tr>
<tr>
<td>2000M</td>
<td>15-16/17-18 M</td>
<td>18</td>
<td>3’ (91.4cm +/-2cm))</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>8&amp;U B/G</td>
<td>2kg</td>
<td>–</td>
<td>300 g</td>
<td>300 g (mini)</td>
</tr>
<tr>
<td>9-10 B/G</td>
<td>6 lb</td>
<td>–</td>
<td>300 g</td>
<td>300 g (mini)</td>
</tr>
<tr>
<td>11-12 B/G</td>
<td>6 lb</td>
<td>1 kg</td>
<td>300 g</td>
<td>300 g (mini) / 450 g (aero)</td>
</tr>
<tr>
<td>13-14 B/G</td>
<td>4kg/6 lb</td>
<td>1 kg</td>
<td>600 g</td>
<td>600 g (mini)</td>
</tr>
<tr>
<td>15-16/17-18 W</td>
<td>4kg</td>
<td>1 kg</td>
<td>4 kg</td>
<td>600 g</td>
</tr>
<tr>
<td>15-16/17-18 M</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.

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></td>
<td></td>
</tr>
<tr>
<td>EXECUTIVE VICE CHAIR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VICE CHAIR OF ADMINISTRATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VICE CHAIR OF OPERATIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECRETARY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEGAL COUNSEL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMMEDIATE PAST NATIONAL YOUTH CHAIR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NORTHEAST ZONE REPRESENTATIVE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOUTH ZONE REPRESENTATIVE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIDWEST ZONE REPRESENTATIVE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEST ZONE REPRESENTATIVE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REGIONAL COORDINATOR REPRESENTATIVE</td>
<td></td>
<td></td>
</tr>
</tbody>
</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>Director of Outreach and Grassroots Programs</td>
<td>Robin Brown Beamon</td>
<td>317 713 4625</td>
<td><a href="mailto:Robin.beamon@usatf.org">Robin.beamon@usatf.org</a></td>
</tr>
<tr>
<td>Associate Director of Youth Programs</td>
<td>Arionne Allen</td>
<td>317 713 4695</td>
<td><a href="mailto:Arionne.allen@usatf.org">Arionne.allen@usatf.org</a></td>
</tr>
<tr>
<td>Youth Programs Coordinator</td>
<td>Ashley Caldwell</td>
<td>317 713 4678</td>
<td><a href="mailto:Ashley.caldwell@usatf.org">Ashley.caldwell@usatf.org</a></td>
</tr>
</tbody>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director of Constituent Services</td>
<td>Desiree Friedman</td>
<td>317 713 4656</td>
<td><a href="mailto:Desiree.friedman@usatf.org">Desiree.friedman@usatf.org</a></td>
</tr>
<tr>
<td>Senior Manager, Customer Service</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>Chris Quetant</td>
<td>317 713 4694</td>
<td><a href="mailto:Christopher.quetant@usatf.org">Christopher.quetant@usatf.org</a></td>
</tr>
</tbody>
</table>