

Youth Athletics Committee

Mid-Atlantic Association



Operating Rules & Regulations

Adopted December 13, 1992

Mid-Atlantic Association



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OPERATING RULES & REGULATIONS
Youth Athletics Committee
Mid-Atlantic Association, USA Track & Field, Inc.

Article 1

- Name:** A) The name of this Committee shall be the **Youth Athletics Committee, Mid-Atlantic Association, USA Track & Field, Inc.**, herein after referred to as the **Committee**.

Article 2

- Definitions:** A) **Youth Athletics**, herein, shall include the disciplines of **Cross Country (XC), Long Distance Running (LDR), Road Racing (RR), Race Walking (RW), Track & Field (T&F)** and all other athletic disciplines established by USA Track & Field, Inc. through the **National Youth Athletics Committee**.
- B) **Youth Athlete**, herein, shall be defined as any person, male or female, who has not attained his/her nineteenth (19) birthday by the first day of the National Junior Olympic Championship meet for the year in which they intend to compete.
- C) **Mid-Atlantic Association, USA Track & Field, Inc.**, herein after referred to as the **Association**, shall be the sole governing agency from which the **Committee** shall derive its' operating authority.

Article 3

- Purpose:** A) The purpose of the **Committee** shall be to **promote, encourage, improve and govern** the sport of Youth Athletics in the Mid-Atlantic Association, USA Track & Field, Inc. as it applies to all persons defined in Article 2-A,B.

Article 4

- Authority:** A) The **Committee** shall derive its' authority solely as prescribed in the **By-Laws** of the **Association**. The **Committee** shall be autonomous in the governance and administration of **Youth Athletics** for the **Association**, and to that end shall exercise independent jurisdiction, supervision and control over all matters that directly involve Youth Athletics or Youth Athletes in the **Association**, so long as such actions are within the scope and jurisdiction of the **Committee** as described in Article 11-A-1 of the By-Laws of the Association.

Article 5

- Makeup:** A) The **Committee** shall consist of ten (10) persons, elected or appointed as prescribed in Article 8-C-1 of the By-Laws of the **Association**.
- B) The term of all members of the **Committee** shall be for two (2) years, but the **Committee** shall elect its officers each year; all to serve until their successors are elected and qualify.
- C) The **Committee** shall, from its' membership, elect officers no later than the 14 days following the Mid-Atlantic annual meeting. The positions to be filled include: **Chair, 1st Vice-Chair, 2nd Vice-Chair, Secretary and Financial Secretary**. The method and procedure of election shall be as described in Article 8-B-1,5 of the Mid-Atlantic Association By-Laws.

Article 5 (Cont'd)

- D) Any member of the **Committee** may be subject to removal from service on the **Committee** by a 2/3 vote of the remaining **Committee** members for any or all of the following reasons:
 - 1) Failure to attend three consecutive meetings of the **Committee** so long as such meetings have been duly convened and all members have been officially notified of such meetings.
 - 2) Conduct deemed to be "**Not in the Best Interest of the Committee, The Association or Youth Athletics**".
- E) The unexpired term of any **Committee Member**, through voluntary resignation, removal action or incapacitation shall be filled by appointment of the Association President in concurrence with the **Committee** Chair as prescribed in the Article 11-A-1-i of the By-Laws of the **Association**. Any such appointment shall occur at a regularly scheduled meeting or a special meeting of the **Committee** called for such a purpose and only after proper notification to the remaining members of the **Committee**.
- F) The unexpired term of any **Officer** of this **Committee**, through voluntary resignation, removal action or incapacitation shall be filled by appointment of the Chair from among the remaining active members of the **Committee**.

Article 6

Duties: The duties and responsibilities of the officers of the **Committee** shall include but not be limited to the following:

1) **Chair:**

- A) Shall preside over all meetings of the **Committee**.
- B) Shall have the authority to execute these Rules & Regulations
- C) May serve as or appoint the Meet Director for All Championships conducted by the **Committee**.
- D) Shall otherwise have all duties and Responsibilities customary to the position of Chair and not specifically outlined herein.

2) **1st Vice Chair:**

- A) Shall, in the absence of the Chair, assume all duties of that position.
- B) Shall coordinate all Championships of the **Committee**.
- C) Shall evaluate all Championship Bids submitted to the **Committee**.
- D) Shall monitor all Championship Bids awarded by the **Committee**.
- E) Shall, in the absence of such an appointment by the Chair, serve as meet director for all Championships conducted by the **Committee**.
- F) Shall otherwise have all duties and responsibilities customary to the office of Vice-Chair and not specifically outlined herein.

3) **2nd Vice Chair:**

- A) Shall serve as Chair of the Nominating Committee.
- B) Shall serve as a member of the Budget and Finance Committee.
- C) Shall serve as a member of any site evaluation team appointed by the Chair.
- D) Shall serve as the representative of the **Committee** to the Membership committee of the **Association**.
- E) Shall otherwise have duties and responsibilities as may be assigned from time to time by the Chair.

Article 6 (Cont'd)

4) **Secretary:**

- A) Shall make proper arrangement for the maintenance of all records of the **Committee**.
- B) Shall receive and disseminate to the membership, where appropriate, all Correspondence of this **Committee**.
- C) Shall maintain and distribute Minutes of all regular and special meetings of the **Committee**.
- D) Shall notify all **Committee** members of the date, time and location of all regular and special meetings of the **Committee**.
- E) Shall otherwise have all normal duties and responsibilities customary to the office of Secretary and not specifically outlined herein.

5) **Financial Secretary:**

- A) Shall monitor and report all financial activities of the **Committee**.
- B) Shall serve as the Representative of the **Committee** to the Budget and Finance Committee of the **Association**.
- C) Shall Chair the Budget and Finance Committee for Youth Athletics.
- D) Shall prepare, or cause to be prepared, a fiscal operating budget for the **Committee**.

Article 7

Meetings:

- A) Regular meetings of this **Committee** shall be held at least two weeks prior to the regular quarterly meetings of the **Association** as determined by the Executive Committee. Special meetings may be called at any time by any member of the **Committee**, so long as such meetings are in accordance with the notification requirements of these operating rules. The Secretary shall give written notice of all regular and special meetings of the **Committee**, specifying the date, time, location and purpose thereof at least ten (10) days prior to any such meeting.
- B) **Order of Business:** The order of business at all meetings of this **Committee** shall be as follows unless changed by a 2/3 votes of those present and voting at such meeting:
 - 1) Roll Call of **Committee** Members
 - 2) Reading of Minutes of Previous Meetings
 - 3) Budget Report
 - 4) Report of Officers
 - 5) Report of Special Committees
 - 6) Unfinished Business
 - 7) New Business
 - a) General Business
 - b) Elections (if applicable)
 - c) Installation of Officers (if applicable)
 - 8) Adjournment
- C) Unless waived by ninety percent (90%) of the voting members in attendance, the current edition of **Robert's Rules of Order** shall be the general rules of order at any meeting of the **Committee**. Where the Rule of Order directly conflicts with these operating rules and regulations or the By-Laws of the **Association**, then the **Association** By-Laws or these Operating Rules shall prevail.

Operating Regulations:

1. Awarding of Championships:

The **Committee** shall conduct or cause to be conducted a Championship in each of the disciplines outlined in Article 2A of these Operating Rules & Regulations. Such Championships shall be conducted under the auspices and governance of the **Committee** or such persons or organizations as may be authorized by the **Committee** and shall carry no other sanction except that of **USA Track & Field, Inc.** If such a Championship is conducted by other than elected members of the **Committee** such persons or organizations shall be known as **Agents** of this **Committee** and shall be subject to all rules and regulations that currently govern the conduct of a Championship and shall serve under the guidance and direction of the **Committee** and/or the **Association**. Any Persons wishing to conduct any Championship of this **Committee**, acting as an agent or representative of this **Committee**, shall be selected in the manner prescribed and subject to the restrictions and provisions outlined herein.

- A) All Championships will be awarded by majority vote of the members of the **Committee** from a list of all acceptable bids completed and on hand, with the Chair, at the time of selection.
- B) An acceptable bid shall be any bid that has been properly completed on a form similar too **Exhibit "A"** of these Operating Rules, has been received by the Secretary of the **Committee** in the time frame outlined in Paragraph C of this Regulation, has been reviewed and has received the favorable recommendation of a **Site Review Team** as appointed by the Chair and has otherwise met all other requirements of eligibility within the Association.
- C) The following shall be the acceptable time frame for bid proposals for all Youth Athletics Championships:
 - **Indoor T&F, RW** September 1 (Previous Year)
 - **Assoc. Outdoor T&F, RW** January 1 (Proposed Year)
 - **Association J.O. Outdoor T&F, RW** January 1 (Proposed Year)
 - **Regional J.O. Outdoor T&F, RW** September 1 (Previous Year)
 - **Association J.O. Cross Country** June 1 (Proposed Year)
 - **Regional J.O. Cross Country** April 1 (Proposed Year)
- D) It shall be the intent of this **Committee** that all Championships be contested throughout the Association, encompassing as wide and diverse an area as possible. Due consideration in the awarding of Championships shall be given to organization and Site Diversity within the Association. A rotational bidding process shall be maintained with preference being given to those organizations and locations who have not been awarded a particular Championship in the greatest elapsed time. All bids being equal the Rotation shall be as follows: **Delaware, New Jersey, Pennsylvania**. Furthermore, it shall be the responsibility of this **Committee** to seek out and assist new organizations wishing to become involved in the process.
- E) It shall further be the responsibility of the **Committee** to negotiate the amount and determine the method of compensation for the conduct of a Championship that is **awarded** by the **Committee**. Such compensation and method shall be at the agreement of the **Committee**.
- F) Any **Agent** who fails to fully execute the duties and responsibilities of hosting a Championship, or fails to comply with all aspects of the Bid agreement, shall not be considered for future Bids, until such time as they have demonstrated a willingness and ability to meet all such requirements.

Operating Regulations (Cont'd)

2) National Entry Fee Compensation:

The **Committee** shall include, as part of the annual Budget, a request for funds in an amount necessary to compensate qualifying Youth Athletes for the required entry fees to either the **Youth Athletics National Championship Meet** or the **Junior Olympic National Championship Meet**.

The **Committee** shall award such compensation on a reimbursement basis and then only after actual participation in the selected National Championship Meet.

3) Delegates and Alternates To the Annual Meeting:

The Chair of the **Committee** shall serve as the primary delegate to the Annual Meeting of USA Track & Field, Inc. and shall be the representative of the **Committee** to the National Youth Athletics Committee.

The **Committee** shall, at the August meeting, select and provide compensation for an alternate delegate to the Annual Meeting of USA Track & Field, Inc. with the expressed purpose of representing the interest of Youth Athletics at such times and in a manner as may be designated by the Chair.

It shall be the intent of these regulations, that any such compensation be paid at a rate of and in an amount equal to, but not in excess of, the level of compensation that is provided to all other Delegates of the Association.

The **Committee** shall include, as part of the annual budget, a request for funds in an amount necessary to provide such compensation.

4) Nomination and Selection of Youth Athletic Awards:

The **Committee** shall petition for nomination and select, on an annual basis, recipients of the **Outstanding Youth Award** and the **Sydney J. Russel Youth Club Award**.

Recipients of both awards shall be selected by majority vote of the members of the **Committee**, from the list of nominations completed and on hand at the time of selection.

Nominations must be submitted to the Secretary of the **Committee**, on a form similar to exhibits "B" & "C" of these Operating Rules, by December 1 of the year in which they are to be considered.

Both Awards shall be distributed at a time and location to be determined by the **Association Awards Committee**.

Article 9

- Amendments:**
- A) These articles may be amended at any meeting of the **Committee** by a 2/3 vote of those members present and authorized to vote, providing notice of the proposed amendment has been submitted in writing to all members of the **Committee** at least thirty (30) days prior to such meeting.
 - B) Amendments to these Operating Rules & Regulations must be submitted to the Secretary of the **Committee** at least sixty (60) days prior to the meeting at which they are to be considered, for proper review and submittal to the **Committee** members.

Article 10

Statement of Ethical Responsibility:

These operating rules and regulations are intended to aid the members of USATF individually as well as collectively, in maintaining a high standard of ethical conduct. They serve as guidelines to help define proper conduct in relationships between athletes, coaches, parents and spectators.

This *Code of Ethics* will provide a common set of values upon which all members can base their professional behavior. It is not intended to be the answer to every ethical question, only the vehicle by which we should be guided. It is the responsibility of every coach (or persons of authority, designated by the coach) to protect the human and civil rights of their athletes. These individuals should not knowingly engage in or condone unfair, discriminatory practices or unsportsmanlike conduct.

Section 1 – Coaches and Associate Responsibilities

- A) Coaches should be well informed of the rules, regulations and operating procedures that govern our sport. They serve to protect our members against immoral decisions and act as intervention against misunderstandings.

B) It shall be the responsibility of every coach to be knowledgeable of the Rules & Regulations that govern our sport. It is *your responsibility* to obtain the appropriate materials upon receiving this notice. Unfamiliarity shall not be considered an excuse for non-compliance.
- Coaches will uphold professional standards of conduct by accepting responsibility for their behavior as well as that of their team associates, athletes and parents.
- A coach's conduct should not compromise the integrity of his/her professional responsibility nor reduce the public's trust.
- Coaches are to be concerned with the ethical compliance of their colleagues, their athletes and their supporters in order to safeguard the association from members deficient in ethical conduct. It is expected that anyone who observes unethical behavior should document and report those actions to the chairman of the *Ethics Committee* for prompt disposition.
- When conflicts occur amongst members, these issues should be resolved in a responsible, dignified manner, which avoids and minimizes harm via discussion and/or notification to the appropriate committee chairman to help resolve such disputes. The grievance procedures outlined in the Mid-Atlantic USATF by-laws shall be used to resolve all Youth Athletics ethical issues.
- Coaches should comply willingly with these ethical requirements as it encourages compliance by other members of the coaching community, which serves the best interests of the sport. Non compliance will exact appropriate action.
- Fictitious or malicious allegations against members of this association are prohibited, as they are time consuming, unfair and only serve to demean and cause embarrassment to the association.
- Coaches should refrain from approaching any athlete that is not currently registered to his/her team unless such contact is on a personal acquaintance basis that existed prior to the aforementioned contact or the athlete is currently registered in an *unattached status*. Athletes who are currently listed with an affiliation to any USATF member organization shall be considered *attached and therefore not eligible for any direct or indirect recruitment by another USATF club or coach during their period of attachment*.
- Coaches should not use their athletes as go between or agents, so as to influence the decisions of an attached athlete, concerning their team affiliation. Improper solicitation, by a coach, athlete or parent, regardless of the methods employed shall be considered as inappropriate behavior and subject to disciplinary action as outlined in these by-laws.

Section 2 – Disciplinary Actions and Grievances

- It shall be the responsibility of the Chairman of the *Ethics Committee* after appropriate hearings on each violation to make a recommendation to the full Youth Committee regarding the disciplinary action to be taken.
- All matters referred from the Youth Committee shall be resolved as per the USATF by-laws governing such matters.

Article 11

Adoption Resolution:

Whereas the **Youth Athletics Committee** of the Mid-Atlantic Association, USA Track & Field, Inc. has met in session for the express purpose of adopting these Operating Rules and Regulations.

And whereas the Committee has indeed revised, amended and otherwise modified the proposed Operating Rules and Regulations.

And whereas they have been deemed acceptable to two-thirds 2/3 of the voting members of the **Committee** in their current and amended form.

Be it hereby resolved that these Operating Rules and Regulations, Articles 1 through 9, inclusive shall be the governing instrument of the Committee and have been adopted

On this _____ Day of _____ ,

By we the undersigned members of the Youth Athletics Committee:

_____	Date:
_____	Date:
_____	Date:
_____	Date:
_____	Date:
_____	Date:
_____	Date:

Exhibit "A"

Page 1 of 2

**Mid-Atlantic Association USA Track & Field, Inc.
Youth Athletics Championship Bid Form**

Championship: Indoor T&F, RW Outdoor T&F, RW Cross Country

Type: Junior Olympic Association Regional

Bid Organization: _____ **Year:**

Representative: _____ **Telephone:** (_____) _____

Address:

Track & Field Requirements:

- Sanction By USA Track & Field, Inc.
- USA Track & Field Membership is required by all participants in Junior Olympic Championships.
- 400 Meter, All Weather Artificial Composition Track
- Eight (8) 42" Lanes for all Junior Olympic Regional Championships.
- Fully Automatic Timing (FAT) for all Regional Junior Olympic Championships.
- A Multi-Event Competition must be included with the Regional Junior Olympic Championship
- A Computerized Meet Management system for all Regional Junior Olympic Championships.
- Certified USA Track & Field Officials for all events & venues.
- Certified Emergency Medical Personnel and Emergency Transportation

1. What facility will you use for the Championship:

Name of Contact: _____ Telephone: (____) _____

2. List all other major competitions that you have hosted or organized:

3. What are the proposed entry fees (Excluding Junior Olympic Fees which are preset):

Per Event: \$ _____ Per Relay: \$ _____ Flat Fee: \$ _____

4. What are the proposed dates for the Championship: _____ to _____

5. If the Officials Committee is not able to fully support this competition, how will you officiate this meet ?

6. As Agents of the Youth Athletics Committee, we agree with the right of the Youth Athletics Committee to alter all or part of this agreement as may be necessary to maintain compliance with the Rules and By-Laws of the Association and/or National Youth Athletics Committee of USA Track & Field, Inc. and that furthermore, the Youth Athletics Committee, Mid-Atlantic Association and USA Track & Field, Inc. shall be held harmless for any financial harm that may accrue to you or your representative as a result of any such alterations to this agreement.

**Mid-Atlantic Association, USA Track & Field, Inc.
Youth Athletics Championship Bid Form**

- 7. We agree that certain meet officials (i.e. Referees, Jury of Appeals) may be assigned at the discretion of the Youth Athletics Chair and such assignments shall override any local considerations.
- 8. We agree that a standard order of events (see Exhibit "D") shall be employed at the Regional Junior Olympic meet and that no changes or deviations to the schedule are permitted without the express written consent of the Region 2 Coordinator.
- 9. We agree that any direct assistance by the Youth Athletics Committee in the conduct of this Championship will be provided only as a result of a specific request for such assistance and is not implied in the awarding or acceptance of this Bid.
- 10. We agree, that in support of Youth Athletic Programs in the Mid-Atlantic Association, either a fixed stipend of: \$ or 10% of the net profit from this Championship, whichever is greater, shall be given to the Financial Secretary of the Youth Athletics Committee within thirty (30) days of the conclusion of the Championship.
- 11. Having read and understood the Championship bidding process outlined in the Operating Rules and Regulations for Youth Athletics, I, being the authorized representative for the above listed organization, do hereby agree, that if selected, We will serve as agents of the Youth Athletics Committee, Mid-Atlantic Association, USA Track & Field, Inc. in the conduct of the above listed Championship and shall execute, without exception, all provisions of this agreement.

(Signature: Organizing Representative)

Date: _____

(Signature: Youth Athletics Chair)

Date:

(Signature: Association President)

Date:

Exhibit "B"

Mid-Atlantic Association, USA Track & Field, Inc.
Nomination For
Outstanding Youth Athlete Award



This award is presented annually to the **Outstanding Male & Female Youth Athlete** in the Mid-Atlantic Association , USA Track & Field, Inc.

The award recognizes superior athletic performance achieved in concert with solid academic performance.

All nominations for the awards must be in the hands of the Secretary of the Youth Athletics Committee no later than December 1 of the year in which they are to be considered.

The Youth Athletics Committee will review and select, from only those nominations that have been submitted in accordance with these procedures.

The following criteria has been established for consideration of the award:

- The nominee must have achieved a minimum Grade Point Average (GPA) of 2.50 acc for the previous school year.
- The nominee must have achieved verified performances in USATF sanctioned competitions of a Regional or higher level (i.e. East Coast Invitational, National Championship meets).
- A maximum of three athletes per team will be considered.

Guideline Considerations:

- Comparison of submitted mark to the established National Record.
- The caliber of meet and the level of competition in which the mark was achieved.

Track Nominations:

Male Athlete: _____ Age:

Female Athlete: _____ Age:

Field Nominations:

Male Athlete: _____ Age:

Female Athlete: _____ Age:

Cross Country Nominations:

Male Athlete: _____ Age:

Female Athlete: _____ Age:

Submitted By: _____ Telephone:

*** Please attach all supporting documentation ***

Exhibit "C"

**Mid-Atlantic Association, USA Track & Field, Inc.
Nomination For
Sydney J. Russel Jr. Outstanding Youth Club Award**



This award is given in memory of **Sydney J. Russel Jr.**, the first Chairman of the Youth Athletics Committee in the Mid-Atlantic Association.

The award is presented annually to the Club, who during the past year, has done more to promote the sport of Track & Field, Cross Country, Race Walking or Long Distance Running in the Youth Athletics Community.

The outstanding performance may have been demonstrated by sponsoring or officiating youth meets, training or other events that promote the growth of Youth Athletics.

Any member person or organization may nominate one Club. Each nomination must be accompanied by a supportive statement for the nominee. The statement should clearly indicate the number and caliber of meets that the Nominee has sponsored and/or the type of training in which they have been involved.

All nominations for the award must be in the hands of the Secretary of the Youth Athletics Committee no later than December 1 of the year in which they are to be considered.

The Youth Athletics Committee will review and select, from only those nominations that have been submitted in accordance with these procedures.

All awards will be presented at a time and place to be determined by the Association Awards Committee.

Name of Nominee: _____

Club Number:

Supportive Statement (Attach additional sheets if required):

Submitted By: _____

Telephone:

Exhibit "D"

Mid-Atlantic Association, USA Track & Field, Inc.
Nomination For
Outstanding Youth Coach Award



This award is presented annually to the **Outstanding Youth Coach** in the Mid-Atlantic Association , USA Track & Field, Inc.

The award recognizes outstanding contribution to the sport of Track & Field in the area of Coaching and youth development.

All nominations for the awards must be in the hands of the Secretary of the Youth Athletics Committee no later than December 1 of the year in which they are to be considered.

The Youth Athletics Committee will review and select, from only those nominations that have been submitted in accordance with these procedures.

The following criteria has been established for consideration of the award:

- The nominee must be a current member of USA Track & Field
- The nominee must have demonstrated, through the measured progress of his/her athletes, an ability to raise the performance level of their athletes through their competency and knowledge of the sport.
- A maximum of one coach per team will be considered.

Guideline Considerations:

- The objective measurable performance of athletes coached by the nominee should be considered.
- Coaching certifications should be considered.
- Level of involvement in the sport, local, Regional or National should be considered

Coach Nominations:

Name: _____ USATF #

Club: _____

Submitted By: _____
Telephone: _____

*** Please attach all supporting documentation ***