



# **USATF Georgia Association Youth Committee Operating Procedures**

By

## Table of Contents

Revision History .....	2
Article I Name .....	3
Article II Purposes .....	3
Article III Authority .....	3
Article IV Duties .....	4
Article V Meetings.....	4
Article VI Voting .....	5
Article VII Officers.....	7
Article VIII Duties of Officers .....	7
Article IX Coaches .....	8
Article X Site Evaluation .....	8
Article XI Saving Clause .....	9
Article XII Conflicts.....	9
Article XIII Competition .....	9
Appendix I Code of Ethics .....	11

**Revision History**

September 18, 2019	Updates approved at 2019 USATF GA Annual Meeting
January 31, 2007	Revised
January 31, 1998	First Draft

**By-Law Committee & Operating Procedures:**

- Inez Finch-1998-2008
- Bill Garvin-1998-2003
- Antonio Bennett-1998
- Murray Sanford-1998-2004
- Robert Smith-1998
- Ron Williams-2002-2003
- Brenda Chavis-2003-2006
- Vonda Wilkerson-2004-2008
- Tony Carpenter- 2006-2008

## **Youth Athletics Committee of the Georgia Association of USATF Operating Procedures**

### **Article I Name**

The name of this committee will be the Youth Athletics Committee of the Georgia Association of USA TRACK & FIELD, INC., hereinafter referred to as "this committee".

### **Article II Purposes**

- A. The purpose of this committee is to act as the Youth Athletics arm of the Georgia Association of USA Track & Field, Inc., the Association governing body for the sport of Athletics in the state of Georgia. In connection with such purpose, this committee will do the following in so far as they relate to Youth Athletics.
1. Develop interest and participation throughout the state of Georgia and be responsible to the persons and amateur sports organizations active in the sport of Athletics;
  2. To serve as the foundation in the orderly development of athletes participating in athletics;
  3. Minimize, through coordination with other sports organizations, conflicts in the scheduling of all competitions in the sport of Athletics;
  4. Keep amateur athletes active in the sport of Athletics informed of policy matters of USATF;
  5. Provide for participation by amateur athletes in amateur athletic competition in the sport of Athletics, in accordance with the provisions of these Bylaws;
  6. Encourage and support amateur sports programs in the sport of Athletics for physically challenged individuals.

### **Article III Authority**

- A. This committee will exercise the following powers in so far as they relate to Youth Athletics:
1. Establish association goals and encourage the attainment of these goals;
  2. Serve as the coordinating body for amateur activity; and
  3. Supervise amateur development and competition, including association championships and regional championships when hosted by the association, and enforce procedures for the determination of eligibility standards for participation in such competitions.

- B. This committee, in its governance of Youth Athletics in Georgia, will act only pursuant to and in accordance with the authority granted by the Georgia Association of USA Track & Field, Inc.

#### **Article IV Duties**

- A. In addition to those duties set forth elsewhere in these rules, this committee will:
1. Have jurisdictions over the association championships and regional championships when hosted by the association, and will institute, locate, conduct, and manage all such championships;
  2. Host/manage the Association Youth Track & Field and Cross Country Championships;
  3. Have the right to reject any entries for unqualified applicants/entries at the association championship, or may delegate this right to a subcommittee;
  4. Have the right to appoint subcommittees, whose members need not be members of the Youth Athletics Committee;
  5. Except upon a majority vote of those present, allow the attendance at its meetings of athletic coaches, officials, or representatives of any group engaged in the sport; allowing such invitees voice but no vote;

#### **Article V Meetings**

- A. This committee will meet twice a year with one meeting in conjunction with and at the time and place fixed for the annual meeting of the Georgia Association of USA Track & Field, Inc. This committee will hold special meetings as may be called by the chair, at his or her own invitation or that of 20 percent of the membership of this committee, upon 10 day notice.
- B. Notice of Meetings: Notice of meetings will set forth the date, time, place, and purpose of the meeting; and will be sent to the last known email or postal address of each member club.
- C. Quorum: The voting members present shall constitute a quorum. Roll call will be taken at the beginning of each session., orally or by signing an attendance sheet.
- D. Order of Business: Business of this committee will be conducted in the following order:
1. Roll call;
  2. Reading and/or acceptance of minutes of preceding meeting;
  3. Old business;
  4. New business;

5. Next meeting tentatively scheduled;
  6. Adjournment.
- E. The order of business may be modified by motion of any member with approval of a majority vote of the committee.
- F. Rules of order. Questions of order will be decided by the chair in accordance with Robert's Rules of Order. The chair of this committee will designate a parliamentarian for all meetings of this committee.

## **Article VI Voting**

- A. The chair will appoint an election subcommittee that will oversee all elections and balloting of this committee.
- B. To be eligible to vote, the voter must be at least 18 and have a current year USATF membership number. They must be associated with a youth club or a youth athlete (under age 18).
1. Each youth club/organization will have one vote. The voter representing each club must be a current USATF member. Definition of Youth Club:
    - a. A youth club must check "youth" on club/organization application.
    - b. A youth club must have at least 4 USATF registered youth members 18 years of age and under (not yet 19).
  2. For purposes of voting, all persons not affiliated with a club (see definition below) will be grouped together as an unaffiliated group and will be allowed one vote for the "Unaffiliated Youth Group". Definition of unaffiliated youth group:
    - a. An unattached athlete who is 18 years of age only (not yet 19) and does not represent a club.
    - b. A coach/parent of a current year USATF unattached athlete. The parent/coach must be a member to vote.
    - c. Any member of USA Track and Field who is not a member of a club but has an interest in youth.

(Clubs and the "Unaffiliated Group" will be allowed five minutes to caucus before the vote, so a decision can be reached on how to cast their vote.)
  3. All youth committee officers receive one vote each, i.e. chair, 1<sup>st</sup> vice chair, 2<sup>nd</sup> vice chair, and secretary.
- C. Motions and resolutions will generally be by voice vote. If the voice vote is inconclusive to the chair or the chair's determination is challenged, there will then be a vote by show of hands. A rollcall vote or, if specifically requested, a written ballot will be taken instead of a voice vote upon oral motion and seconded by member of this committee.

- D. Uncontested Elections. When only one candidate is nominated a voice or hand vote will be permitted.
- E. Contested elections. All elections to be decided at the annual meeting of this committee will be conducted in the following manner:
1. Nominations.
    - a. The chair of this committee will, as part of his or her report, appoint a Nominations Committee of three members;
    - b. Nominations will be made orally at the annual meeting of this committee or in writing submitted to the chair with a copy submitted to the chair of the Nominations Committee at least ten days prior to the annual meeting or prior to the beginning of the Youth Committee meeting at the annual meeting. All candidates must be present to accept nominations from the floor.
    - c. At the time for nominations as designated in the order of business, nominations will be opened for all positions in the following order:
      - i. Chair
      - ii. Vice Chair - Operations
      - iii. Vice Chair - Administrations
      - iv. SecretaryBefore nominations for the next positions can be considered, this committee must approve closing the nominations for the previous position; and
    - d. Immediately following all nominations, the Vice Chair-Administration will call upon one nominator to speak for each candidate for a period not to exceed three minutes. If the candidate wishes to speak to his or her nomination, his or her time will come from the nominator's allocation. All speeches for each position will be called alphabetically. A candidate will not use his or her time allocation to promote a candidate for another office.
  2. Election Process
  3. All elections shall commence with nominations.
  4. Ballots shall be collected, counted, and held secure by the Nominations Committee. The list of elected persons and still contested offices shall be immediately announced to this Committee; and
  5. Runoff elections will be held if no candidate receives a majority of the votes cast for any office. The runoff election will be contested by the two candidates receiving the greatest number of votes cast for the office in question.

## **Article VII Officers**

- A. The officers of this committee shall be: The Chair, Vice Chair-Operations, Vice Chair-Administration/Treasurer, and a Secretary, all to be elected biennially in the odd-numbered years at the annual meeting of this committee, by the members of this committee. The term of office is two years.
- B. Any abandoned or non-functioning office position will be appointed temporary by the Chair (with approval of remaining officers) until filled by election at the next annual committee meeting.
- C. Any officer of this committee may be removed for good cause by a two-thirds vote of the voting members of this committee. A special meeting called for this purpose must provide that the prerequisite notice of such meeting is given, properly setting forth on its agenda the proposed removal.

## **Article VIII Duties of Officers**

The officers of this committee shall be called the Youth Executive Committee. The Youth Executive Committee will be empowered to conduct the business of the Youth Athletics Committee between the annual meetings.

The officers will perform the following duties and any other duties prescribed by these Operating Procedures:

- A. Chair: The duties of the chair of this committee will be as follows:
  - 1. Preside at all meetings of this committee; ensure that all duties and responsibilities of this committee are properly and promptly carried out. If the Chair is unable to attend a meeting of the committee, shall appoint a vice chair to chair the meeting.
  - 2. Communicate with this committee's members to keep them fully informed of happenings and needed decisions to carry out this committee's responsibilities.
  - 3. Keep the President of the Georgia Association informed on all committee actions and recommendations; cause to be kept and promptly forward to all committee members, a copy of the minutes of all meetings of this committee.
  - 4. Attend all Association Youth Athletics Championships.
  - 5. Attend the Board of Directors Meeting as the Youth Athletic representative or appoint his/ her designee to represent.
  - 6. Appoint subcommittees as may be necessary to fulfill the duties and responsibilities of this Committee.
    - a. Subcommittee chairs will be appointed by the Chair of this committee to serve until the Chair ends the appointment.

- b. Subcommittee chairs may be removed for good cause by the Chair of this Committee with a vote of two-thirds of the Youth Executive Committee.
- B. Vice Chair - Operations: The Vice Chair - Operations will serve as a member of the site evaluation committee, help with operations of association championships, and fulfill duties as assigned by the Chair.
- C. Vice Chair - Administration: The Vice Chair - Administration will serve as an ex-officio member of each administrative and operations committee; will report as needed to the chair the activity and progress of each administrative subcommittee; will serve as nominations supervisor; serve on the youth budget committee, and fulfill duties as assigned by the Chair.
- D. Secretary: The Secretary will record the minutes of all meetings of this committee and upon adjournment will as soon as possible mail a copy of the written minutes to each officer of this committee; and, in general, perform all duties normally pertaining to the office of Secretary.

### **Article IX Coaches**

- A. All coaches must be members of USATF for liability purposes.
- B. All coaches and volunteers who interact with youth athletes MUST complete the NCSI background screen and the USOC SafeSport course before assuming any coaching or volunteer duties. All coaches must clear a background check if mandated by National Headquarters.
- C. All coaches and volunteers MUST sign the code of ethics in Appendix I.

### **Article X Site Evaluation**

- A. The Youth Chair will select the site of the Association Championship with recommendations from Youth Committee.
- B. Bids for Area meet to be contested must be received by the Youth Athletics Committee Chair at least 30 days before the Association Youth Committee Winter meeting. The Youth Athletics Executive Committee will review the bids and the results from the Site Evaluation Committee. The Youth Committee will divide into designated areas to hear bids from presenters.
- C. Only the voting delegate from each youth club will cast a vote in the area that their team is located. Only 1 vote per club. If no bid is presented in an Area, it would be left to the discretion of the youth executive committee to find a location.

## **Article XI Saving Clause**

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

## **Article XII 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 USA Track and Field, Inc., said provision of these Operating Procedures will 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 or USA Track & Field, Inc., all other provisions of these Operating Procedures will be unaffected thereby and continue in full force and effect.

## **Article XIII Competition**

- A. Participation in an Area Meet is required for advancement into the Association Track & Field Championships. The top 16 finishers in each age group/event at the area meets will advance to the Association Track and Field Championships. Results from the area meets will be consolidated and after the top 16 finishers from each area meet are identified, the next 12 fastest times from each age group/event will also advance to the Association Track and Field Championships.
- B. The method of advancement from qualifying heats to the finals will be on place first and time second. Any variation from this method for qualifying must be clearly stated in meet information and registration materials, and in accordance with USATF Competition Rules.
- C. Waivers allowing athletes to advance through the Junior Olympic qualifying process are granted under extreme circumstances and are issued at the discretion of the Youth Executive Committee. Waivers may be considered for the following:
  - 1. SAT/ACT testing
  - 2. Death of immediate family member, or
  - 3. A valid academic obligationInjuries or medical excuses are not eligible for waiver consideration.

All waivers require supporting documentation and must be submitted to the Youth Executive Committee prior to the meet entry deadline. Athletes receiving waivers are still required to register and pay the entry fee for the meet they have received the waiver for.

- D. The Youth Executive Committee will set fees for the Association Championships.
- E. The Youth Athletics Executive Committee may make supplemental rule changes as needed for the Association Championships to handle any special circumstances that are necessary for the meet, and any changes must be published for all participants to be aware of the changes.
  - 1. General Rule: Amendments to these Operating Procedures will be considered by this committee as follows:
    - a. Amendments to the Operating Procedures of this committee will be considered at the annual meeting of this committee each year; and
    - b. Amendments to the Operating Procedures will require a majority vote at a committee meeting with a quorum present.
  - 2. Exceptions: Amendments may be considered at any meeting of this Committee in any of the following circumstances:
    - a. To act on a tabled amendment proposal;
    - b. To make the Operating Procedures to conform to federal or local law or regulation;
    - c. To make the Operating Procedures conform to the USA Track & Field, Inc. Bylaws or Operating Regulations;
    - d. To make the Operating Procedures conform to the USA Track & Field, Inc. Rules of Competition; or
    - e. In emergency circumstances, upon a quorum vote at any meeting of this committee.
  - 3. Time of Submission: Amendments will be submitted at least 30 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.
  - 4. Effective Date: Unless otherwise specified at the time of adoption, amendments to the Operating Procedures will be effective immediately.

## **Appendix I Code of Ethics**

### **GEORGIA USA TRACK & FIELD YOUTH COMMITTEE CODE OF ETHICS**

I hereby pledge on behalf of this organization that myself and the entire coaching staff and all the administrators of this club will abide by these following Codes of Ethics as members of the Georgia USA Track and Field Youth Program.

- A. I will place the emotional and physical well-being of my athletes ahead of any personal desire to win.
- B. I will remember to treat each athlete as an individual, remembering the large spread of emotional and physical development for the same age group, as well as be honest, fair, and respectful of others.
- C. I will do my very best to provide a safe training situation for my athletes.
- D. I will not consume and/or appear under the influence of alcohol, drugs, tobacco or any foreign substance that might impair my abilities to function properly.
- E. I agree that any member of this organization that is charged with a criminal offense against a youth will be suspended from all activities involving all youth until the matter is fully resolved and cleared of all charges by the authorities.
- F. Procedures for Athlete Transfer and Recruitment:
  - 1. If a parent or athlete decides to move from one club to another on his own accord, prior to the beginning of a season, such transfer will be allowed without reservation. Such transfer must be at the volition of the parent and/or athlete. No coach, assistant or officer of a registered club is permitted to make any overtures, invitations, solicitation or any actions to induce a member away from one club to another. Be aware that any athlete that participating for a club in a USATF sanctioned event must wait ninety days before they are eligible to compete for another club in a USATF event. An athlete may compete at any time in “un-attached” status.
  - 2. An athlete is considered registered with a club once he competes in any sanctioned meet as a member of such club. Club affiliation for any term is designated by possession of a USA Track & Field card, team registration or wearing that team’s uniform.
  - 3. If such affiliation is terminated at any time during the season, further participation by such athlete will be allowed only as an independent (unattached athlete). USA Track & Field regulation 7, paragraph C2 allows for changing team affiliation 90 days after the last USA Track & Field sanctioned meet.
  - 4. It is common courtesy of the coaches and members of the Georgia Association to contact a member organization, either by phone or in person, when a change of affiliation is considered.

5. New clubs may openly solicit for membership throughout the Association (e.g., newspaper, radio, public announcements). However, knowingly making any selective or direct communication to any members of an affiliate organization is strictly prohibited.
  6. No solicitation or advertisements for membership may be disseminated purporting to be members of USA Track & Field without the expressed approval of the Chairperson of the Youth Athletics Committee.
  7. Further, no solicitation should include undocumented or unsubstantiated claims of membership of USA Track & Field, coaching qualification, official certification or other benefits without the sanction of the Youth Athletics Committee.
- G. Violation of any of the above codes could result in hearings before the Ethics Committee, the Youth Committee, and/or the Georgia Association. The result could be as serious as suspension of the coach, athlete(s), and/or team in question.

Name	Title	
Signature		Date
Name of Organization		