

**PACIFIC ASSOCIATION RACE WALKING****OPERATING PROCEDURES**

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## PACIFIC ASSOCIATION RACE WALKING

### OPERATING PROCEDURES

#### ARTICLE 1

##### NAME

The name of this Committee shall be the Pacific Association Race Walking Committee of the USA TRACK & FIELD, INC., hereinafter referred to as "the Committee."

#### ARTICLE 2

##### DEFINITIONS

The following definitions are taken from the 1992 USATF Bylaws and Operating procedures, and pertain specifically to race walking. Nothing new has been added to their definitions; they are merely spelled out for the purpose of inclusion in these bylaws.

###### 1. Athlete

Active Athlete: any individual who is actively engaged in athletics or who has represented the U.S. in international amateur competition held under IAAF jurisdiction in Athletics within the preceding ten (10) years.

Amateur Athlete: any athlete who meets the eligibility standards established by the USATF.

2. **Amateur athletics competition**: a contest, game, meet, match, tournament, or other event in which amateur athletes compete.
3. **Amateur sports organization**: a non-profit corporation, club, federation, union, Association, or other group organized in the US which sponsors or arranges any amateur Athletics competition.
4. **Pacific Association**: the local organization which administers a geographically defined, and bears a name which shall include the geographic description and "The USA Track and Field, Inc." or an abbreviation thereof, such as

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## PA/USATF or PA

5. **Club:** a local or national organization whose programs involve competitive member athletes, events, and/or education in Athletics. (need Local context for race walking, i.e., must have a minimum of three (3) race walkers compete in sanctioned events to be considered for voting privileges on the Committee)
6. **Sanction:** A certificate which confers the authority of the USATF for a competition to take place. Applications are available from the PA office.

## ARTICLE 3

## PURPOSES

1. The purpose of this Committee is to supervise, control, coordinate, and encourage race walking activity for Junior, Senior, and Master men and women, as well as for youth, within the Pacific Association. The Committee is also responsible for writing guidelines of behavior and performance for members of the Committee.
2. Act as the regional governing body for race walking within the Pacific Association and to act as the liaison to the USATF.
3. Develop interest and participation in race walking throughout the association.
4. Provide certified coaches to Youth Program.
5. Provide certified coaches for assistance at Training Clinics.
6. Coordinate scheduling: encouraging clubs to sponsor sanctioned races at local, national, and international levels.
7. Sanction amateur athletic competition in race walking in accordance with these operating procedures.
8. Encouragement of Open, Masters, and Youth competition.
9. Circumstances not specifically covered in this document will defer to the Pacific Association By-Laws.

## ARTICLE 4

## CONSTITUENCY

All members of the Committee shall be members of USATF or representatives of clubs, schools, colleges, or organizations which are members of the USATF. The Committee shall consist of the following: general PA registered race walkers, officials and officers.

1. **Executive Committee:** It shall be empowered to conduct the business of the Committee between meetings.

Chair (elected by Voting Membership); Vice-Chair, Secretary/Treasurer (appointed by Chair), the immediate past Chair, Senior Athletes Representative a Master's Athletes Representative, and a Youth Representative.

2. **Voting Membership:**

a. Club Representative - Each properly registered Club in the PA/USATF that has at least three (3) Senior Athletes (fourteen (14) years and older) who have competed in at least one (1) PA Sanctioned Race Walk open to senior Athletes, i.e. not restricted to Youth or Masters, is eligible for one (1) vote. The name of the Club's principal representative is to be registered with the Executive Director of the PA/USATF and the Secretary of the PA Race Walk Committee. If the principal representative is not in attendance, the name of a proxy is to be submitted in writing to the Secretary prior to the beginning of the meeting.

b. Senior Athletes Representative(s) to the Committee will fulfill 20% representation. The priority to fill the positions, based on availability, will be:

1. Has represented the USA in the last 10 years in international (IAAF or Area) competition;
2. Has been a member of the RW National Team in the last 10 years;

3. Has qualified for the Olympic Trials or the USATF Senior Championships in the last 10 years;
  4. National ranking (Senior before Junior) per T&F News and Ohio RW listing;
  5. Number of years in sport.
- c. Master's Athletes Representative - PA/USATF Masters race walkers are to elect their representative.
  - d. Unattached Athletes Representative - Unattached athletes and athletes who are members of PA Clubs that do not meet the criteria of section 2a are to elect their representative.
  - e. Race Walking Representative(s) to the PA Board of Athletics - Elected by the Committee (may be selected from the Committee or membership-at-large).
  - f. Officials Representative - Appointed by the Officials Committee.
  - g. Youth Representative - Appointed by the Youth Committee.

## ARTICLE 5

### MEETINGS

1. **Annual:** The annual meeting shall be held the last quarter of each year at such date, time, and place as may be fixed by the Committee and announced by requisite notice of such meeting.
2. **Regular:** Regular meetings shall be set at the annual meeting and not less than one meeting shall be held in addition to the annual meeting. The Committee shall set date, time, and place of the Regular meeting and be announced by requisite notice of such meeting. One such meeting is to be held at the time and place of the PA/USATF Senior Championship T & F Meet.
3. **Special:** A special meeting may be called by the Executive Committee or by a number of voting members representing not less than 50% of the number of voting members. Such numbers of voting members shall present a petition bearing their signatures to the Executive Committee as authorization for such a meeting. The Executive Committee shall call such a meeting to take place not more than 30 days from the date of said petition.
4. **Meeting Notices:** The Secretary shall give each voting member at least two (2) weeks written notice of all meetings of the Committee; such notice to specify the time and place of the meeting and agenda. In the case of a special meeting, the purpose of the meeting..
5. **General Rules for meetings:**
  - A. New business to be discussed at the annual or regular meeting must be submitted 30 days in advance to the Executive Committee in order to become part of that upcoming meeting's agenda. (New business which has been submitted this way but cannot be incorporated will become first New Business at the next meeting.).
  - B. The minutes of all official meetings will be provided to each voting member within 45 days following said meeting.
  - C. Meetings shall be open to all registered PA members and their guests. They will be informed in advance of the beginning of the meeting that all discussion from the floor will be done by voting members and the Executive Committee unless specifically asked to provide comment. Specific individuals may be allowed to present ideas on behalf of their voting member clubs instead of their designated voting member.

D. A quorum shall consist of 50% of the voting members of the Committee. Roll call shall be taken at the beginning of each session.

E. Audio and video recordings of Committee meetings may not be made without the written permission of the executive committee.

## ARTICLE 6

### VOTING

1. Each voting committee member shall have one (1) vote. There shall be no voting by proxy, except as allowed for in Article 4, section 2a.. No member may vote in more than one (1) capacity. Except as otherwise provided in these Bylaws, all matters shall be decided by majority vote of those present and voting. (USATF) Once a voting member has been designated by a club, he or she alone can vote on issues. A permanent vacancy in the voting member club can be answered by the substitution of a new voting member for the remainder of the term. There will be no temporary appointments to the Committee.

2. Motions and resolutions shall generally be by voice vote. If the voice vote is inconclusive to the Chair or if the Chair's determination is challenged, there shall then be a vote by show of hands. A roll call vote or, if specifically requested, a written ballot shall be taken instead of a voice vote upon oral or written petition of at least one (1) Committee member that is seconded by another Committee member.

3. Uncontested elections: When only one (1) candidate is nominated, a voice or hand vote shall be permitted.

## ARTICLE 7

### OFFICERS AND THEIR DUTIES

The officers shall perform the following duties and any other duties prescribed by these Operating Procedures, the Executive Subcommittee, or the Committee:

1. **Chair:** Preside at all meetings of the Committee; ensure that all duties and responsibilities of the Committee are properly and promptly carried out; appoint subcommittees as well as their Chairs with the approval of the Committee as may be necessary to fulfill the duties and responsibilities of the Committee; communicate with Committee members to keep them fully informed of happenings and needed decisions to carry out the Committee's responsibilities.

2. **Vice Chair:** The Vice Chair shall, in case of disability of the Chair, serve as Chair until a successor can be elected at a special meeting called for that purpose. In the absence of the Chair, the Vice Chair shall assume the responsibilities of the Chair and execute the authority of the Chair; serve an ex-officio member of special subcommittees; and chair the nominations subcommittee.

3. **Secretary/Treasurer:** Record the minutes of all meetings of the Committee and upon adjournment shall within 45 days mail a copy of the written minutes to each member of the Committee and, in general, shall perform all duties normally pertaining to the office of Secretary. Treasurer duties shall include keeping or cause to be kept a correct and complete record of account, showing accurately at all times the financial condition of the Committee. Furnish at annual and regular meetings of the Committee, or whenever requested, a statement of the financial condition of the Committee; and in general perform all duties pertaining to the office of the Treasurer.

## ARTICLE 8

## SUBCOMMITTEES

Special subcommittees may be created from time to time by the Chair with the approval of the *VOTING* members as may be necessary to fulfill the duties and responsibilities of this Committee. Subcommittee Chairs shall be appointed by the Chair of the Committee to serve a two-year term to run concurrently with the term of the Chair. Subcommittee Chairs may be removed for good cause by the Chair of the Committee, or by a vote of two-thirds of the members of the Committee, unless otherwise determined by these operating procedures or the USAT&F 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 9

### TEMPORARY GROUPS

The Chair may, in conjunction with appropriate Subcommittee Chairs or the Executive Committee, appoint project groups or task forces. No such entity shall continue beyond the term of the Chair without specific reappointment.

## ARTICLE 10

### DISCIPLINARY AUTHORITY

The Committee shall refer disciplinary actions to the USATF for any member, athlete, coach, manager, official, trainer, member of the committee, and any other person or entity participating in race walking who, by neglect or by conduct, acts in a manner detrimental to the purposes of the Committee or the USATF, or who has violated any of the Operating Procedures of the Committee, or the Bylaws or Operating Regulations of the PA/USATF or USATF.

## ARTICLE 11

### REDRESS OF GRIEVANCES

A grievance complaint shall state that conduct detrimental to the best interests of Athletics of the Committee has taken place, or a violation of any of the Operating Procedures of either the Committee or the Bylaws or Operating Regulations of the PA/USATF or USATF has occurred, or the rules of eligibility as defined by the IAAF have been broken.

Grievance Complaints shall follow the rules outlined in the USATF Bylaws and Operating Regulations. They are: Grievance Complaints shall (i) be filed with the President and the executive Director of the PA USATF, (ii) be signed under oath, (iii) allege with particularity the nature of the grievance, and where appropriate, the PA Race Walk Operating Procedure, USATF, or IAAF rule which has been violated or broken, and (iv) ask that the Board of Athletes of the PA/USATF take such action as may be appropriate and in accordance with its rules. Factual allegations should be separately stated in concise language with such allegations set forth in each numbered paragraph of the Grievance Complaint.

## ARTICLE 12

### SAVING CLAUSE

Failure of literal or complete compliance with the provisions of these Operating Rules 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 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.

**ARTICLE 13****AMENDMENTS**

**1. General Provisions:** Amendments shall be considered by the Committee as follows:

- A. Amendments to the Operating Procedures shall be considered at the annual meeting of the Committee in every odd-numbered year.
- B. Amendments to the Operating Procedures shall require for passage a two-thirds vote of those members present and voting, providing notice of the proposed amendment has been submitted in writing to the members at least thirty (30) days prior to the meeting.
- C. Voting for Regulations/Rules approval shall require a majority vote of members present and voting, provided notice of the proposed amendment has been submitted in writing to the members of the Committee at least thirty (30) days prior to the meeting.

**2. Exceptions:** Notwithstanding paragraph 1 above, amendments may be considered at any meeting of the Committee in any of the following circumstances:

- A. To act on a tabled amendment proposal.
- B. To make the Operating Procedures conform with federal or local law or regulation.
- C. To make the Operating Procedures conform with USA T&F, Inc. Bylaws or Operating Regulations.
- D. To make the Operating Procedures conform with USA T&F, Inc. Rules of Competition.
- E. In emergency circumstances, upon 90 percent vote at any meeting of the Committee.

**3. Time of Submission:** Amendments shall be submitted at least 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 the Committee.

**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.

**5. Persons submitting:** All proposed amendments must be signed by at least two members of the Committee. Such approvals must be in writing, dated, and placed on the proposal when submitted.

**6. Effective date:** Unless otherwise specified at the time of adoption, amendments to the Operating Procedures shall be effective 30 days from adoption.

**ARTICLE 14****EVENT COORDINATION**

**1. Schedule -** The scheduling of races is to be done to best service the competition needs of the PA race walkers.

A. Race scheduling will be approved by the Chair, the Senior Athlete's Representative(s), Master's Athletes Representative, Unattached Athletes Representative and the Race Directors Representative.

B. Except for special Qualifying Races, the intention to conduct a race should be made known to the Chair at least ten (10) weeks prior to the event. This lead time will permit listing the event in the Pacific Athlete.

C. In order to avoid (minimize) conflicts, the following criteria are to be considered when scheduling races:

- 1) Dates of National Championships, Qualifying races, and Regional Championships in adjoining Associations.
- 2) Previously scheduled PA races.
- 3) Dates of traditional PA races.

## **2. Bid Requirements for Race Walks**

PA/USATF Sanctioned Race Walks (conducted separate from T&F meets) fall into three categories:

Member club races

PA Grand Prix

Championships (Association, Regional, National) and Trials races

### **Race Management**

A. For all races, the race host is responsible for:

- 1) Lap counters minimum (track 1 per 3 athletes; road 1 per 4 athletes)
- 2) Aid station (handlers, water, sponges)
  - 3) Race timing (3 watches for stopped time on the winner plus continuous running time for rest of field)
  - 4) Race numbers (1 per athlete for club level; 2 per athlete for higher level)

5) For road races, portable johns

B. USATF Certified Officials/RW Judges

C. Legal track. Certified course or course pending certification

D. Meets requirements to set American records

### **3. Event Criteria**

A. Member Races in general do not require a bid; however, they must have a PA/USATF sanction and meet A and B under Race Management. Member Races that are also in the PA Grand Prix must also meet C under Race Management.

B. There are currently eight **Grand Prix** races:

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Three Club races: GGRW Founders Race, MPWWWC Mega Walk, 5Km.

One Regional Championship (10K women and 20K men)

Four Association Championships: 10K, 15K, 20K and 1 Hour

C. All Grand Prix races must have a PA/USATF sanction and meet A, B and C under Race Management

D. All Association, Regional or National Championships and Trials races must have a PA/USATF sanction and meet A, B, C and D under Race Management.

**4. Races Open For Bid**

A. Grand Prix races other than GGRW Founders Race and the MPWWWC Mega Walk or other Member Races that may become a Grand Prix Race and all Association races (can be any distance contested at National level).

B. When making a bid, the following information must be furnished:

1. Required

- a. Event being bid on.
- b. Date and Time of race.
- c. You agree to the Race Management criteria.
- d. Course certification number or verification of legal track.

2. Optional:

- a. Will you make your race a record setting race even if not required above?
- b. Will you offer a separate Youth race (under guidance of the RW Committee)?
- c. What amenities will you offer (awards, prize money, t-shirts, volunteer recognition items, etc.)?

**5. Officials** - Unless otherwise approved by the Officials Committee Representative, all race walk officials are to be PA/USATF Certified.

A. Requests for officials should be made at least four weeks before the event.

B. The Chair and the Officials Committee Representative will approve all officials for special Qualifying Races, Association and Regional Championships.

**6. Reporting of Events**

A. Race Results - Within two weeks of the competition, the race results including: athletes name, competition number, USATF affiliation, age (day of race), time (or distance) is to be sent to the Chair by the Race Director.

B. Judging Summary - Within two weeks of the competition, the names of all officials and a copy of the Judging summary sheet is to be sent to the Officials Committee representative by the head judge.

**C. Publication of Results**

- 1) Any publication of race results is to include the names of the judges.
- 2) Sanctioned or unsanctioned events conducted by any PA/USATF member (Club or individual) or individual(s) associated with a Member may not be submitted to any race walking rankings ladder (ORW, Regional, Shore AC or Florida AC etc.) unless the event meets the following judging standard.

Track (maximum 440 yds) races - A minimum of four (4) certified judges, two of whom are Nationally certified or higher.

Road (maximum loop 3Km) races - A minimum of five (5) certified judges, three of whom are Nationally certified or higher.

**NOTE:** The above minimum standards are less than that required to set Records.

**7. Ownership** - No special Qualifying race or Championship (Association, Regional and National) may be recorded for sale (i.e. movie, video or audio) without the written permission of the conducting entity. The conducting entity may be the Association, Region or National Committee.

## **ARTICLE 15**

### **PACIFIC ASSOCIATION COMPETITIONS**

For the purposes of this Committee, PA Race Walking Competitions are considered to be Sanctioned. They fall into the categories listed below.

#### **1. Member Races**

A. Any properly registered member of the PA/USATF may conduct a Sanctioned Race Walk. New race directors will be assisted with technical issues by a member of the Committee.

B. Non PA/USATF members may conduct a Sanctioned Race Walk if they are sponsored by a member. In this instance, member sponsorship means that the member is on the Staff directing the race. Also, a Committee Representative will be assigned to the staff to assist with technical issues.

C. Sanction - Application reviews will be made by the RW Chair and the Race Director's Representative.

1) Approval will be based on prior race management expertise.

2) All sections of the Sanction application are subject to compliance.

#### **2. Senior Association Championships (by Bid) for Men and Women**

A. The 10Km and 20Km must be contested each calendar year.

B. Any other championship distance as defined in the USATF Rule Book may be contested. Expected participation of said event by at least six competitors will be taken into consideration by the Committee before permission to conduct said event is granted. Historically, in addition to the 10Km and the 20Km, 15Km and 1 Hour events are held annually.

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C. The 5Km (sometimes 3Km) is conducted as part of the PA/USATF Championship Meet. If there is a schedule conflict, with permission of the Executive Committee and the Senior Athletes Representative(s), the 5Km may be conducted outside of the Championship Meet.

**3. Masters (per USATF Rule Book) Association Championships for Men and Women**

A. The 10 Km must be contested each calendar year and will be contested in conjunction with the Senior Championship.

B. Any other championship distance as defined in the USATF Rule Book may be contested. Valid participation of said event will be taken into consideration by the Committee before permission to conduct said event is granted. When there is a Senior Championship held at the same distance, the two will be held in conjunction with one another.

C. The 5Km (sometimes 3Km) is conducted as part of the PA/USATF Championship Meet. If there is a schedule conflict, with permission of the Executive Committee and the Master's Athletes Representative, the 5Km may be conducted outside of the Championship Meet.

D. If fewer than four (4) competitors complete the race, then only those competitors that achieve a 60% or higher age-graded performance will be presented with the Championship Medal.

E. Presentation of Masters Championship awards (five year age divisions) may be delayed in order to allow the race director the opportunity to purchase only the awards to be presented.

**4. Special Events**

A. The annual PA Race Walking Grand Prix is made up of a maximum of twelve (12) events.

1) Presently, the events in the Grand Prix are: Committee coordinated championships (10K, 15K, 20K, and 1Hr); the Spring, 10K Women's and 20K Men's Races (last three years a Western Regional); GGRW Founders 10K; MPWWWC Megawalk 10K and a 5K.

2) New events may be added by approval of the Committee.

3) Grand Prix Scoring: There will be separate scoring for men and women. The finish order of each race will be determined by the age graded performances of the contestants. First place will receive 10 points, second place 8 points, third 7 points etc. All finishers will receive at least 1 point.

4) Recognition: The top five men and women will be recognized by the Committee and the results will be published in the official PA newsletter, currently the Pacific Athlete. Specific awards will be determined by the Committee.

B. Qualifying Races- In support of the needs of Nationally ranked athletes, special qualifying races may be conducted at the direction of the Chair.

C. Youth Races - In support of the Youth program and for the development of the event, Youth races up to 5Km are encouraged at every event.

D. Novice Races - Except at Qualifying Races, separate races for beginning race walkers may be conducted as part of any Association event. The Novice may be unjudged and, as such, those results

may not be published without this disclaimer.