

## Youth Committee Operating Procedures

### **OPERATING PROCEDURES of the USATF PACIFIC ASSOCIATION YOUTH ATHLETICS COMMITTEE**

#### *PREAMBLE*

This committee known as the Pacific Association Youth Committee (PAYC) is a standing sports committee of the Pacific Association of USA Track and Field. This committee shall be governed by the following operating procedures and are subject to and subservient to the bylaws and Operating rules and regulations of the Pacific Association of USA Track and Field.

#### **Item 1. Membership of the Youth Committee**

##### A. Clubs:

The basic constituency of the Youth Committee shall be the Clubs. The clubs eligible for membership in this committee shall be clubs registered with the PACIFIC ASSOCIATION USATF that have a minimum of three (3) registered youth athletes.

##### B. Active Athletes:

A minimum of two (2) and maximum of twenty percent (20%) of the committee shall consist of registered youth athletes in good standing with the PACIFIC ASSOCIATION USATF. The Chairperson of the Youth Committee shall appoint the athlete members. No more than one athlete from any one club at a time shall be so appointed.

#### **Item 2. Executive Committee**

##### A. The Youth Committee Executive Committee shall consist of the following elected members:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer
5. Track Chairperson
6. Field Chairperson
7. Racewalk Chairperson
8. Cross Country Chairperson
9. Records Chairperson
10. Communications Chairperson
11. Officials Chairperson
12. Multi Events Chairperson
13. High School Chairperson
- and the following appointed position:
14. Membership Chairperson

- B. The Executive Committee shall conduct the business of the Youth Committee between meetings of the full committee. A quorum shall consist of a minimum of five (5) members of the Executive Committee to conduct a meeting.
- C. The Executive Committee shall meet at least once each month during the regular Track and Field and Cross Country season. This meeting can take place in person or via email.
- D. The Executive Committee shall act as the games committee responsible for any meets sponsored by this Youth Committee.
- E. The Executive Committee shall insure that a list of currently registered youth clubs and athletes be available at all meets.

### **Item 3. Meetings**

- A. The Youth Committee shall meet at least once a year. The meeting shall be scheduled after August 1 and before October 31. Other meetings may be scheduled as required. A quorum will consist of those voting members present.
  - 1. The track and field schedule for the upcoming year will be submitted and approved at the annual Youth Committee meeting that occurs between August 1 – October 31.
  - 2. The cross country schedule for the upcoming year will be submitted and approved at the Pacific Association Junior Olympic Championship meet in June.
  - 3. In odd number years, election of officers to the Executive Committee shall be conducted via mail-in ballot and/or email.
- B. Those eligible to vote are as follows:
  - 1. Each club as defined in Item 1.A shall have one vote.
  - 2. Each active athlete as defined in Item 1.B shall have one vote.
  - 3. Each elected member of the Executive Committee shall have one vote, except the Youth Chairperson who shall only be eligible to vote in case of a tie.
  - 4. No one person shall have more than one vote.
- C. Notice of the meeting along with the agenda shall be mailed or emailed to each eligible voting member of this committee no later than 10 days prior to the meeting.

### **Item 4. Elections**

Election of officers and representatives to the Pacific Association Board of Athletics shall be held before September 30 in odd number years. The term of office shall be for two years and start on October 15<sup>th</sup>. The Youth Chairperson shall appoint a nominating committee to recommend persons to serve in these positions by July 1 of the election year. The Youth Chairperson should act as the chairperson of this committee. Persons interested in an office may contact any member of the nominating committee who shall place them on the ballot. Provisions shall be made on the ballot for write-in candidates for each office. The election shall be conducted as per the Pacific Association Rules and regulations.

A vacancy occurring during the term of office shall be filled by appointment by the Youth Chairperson with approval of the Executive Committee. Should a vacancy occur in the Youth Chairperson office, the Executive Committee from within its number shall fill such vacancy.

## **Item 5. Meets**

- A. This committee may award three types of regular Track and Field season meets and two types of Cross Country meets.

### **1. Track and Field sectional meets**

This meet shall be conducted on one day and it is recommended that two meets be conducted on this date. The Youth Chairperson shall assign which clubs will attend which meet at least 45 days prior to the first scheduled meet. If the facility does provide the ability to host all events listed, it must be done.

#### **TRACK EVENTS**

5000 meter run	Young Men
3000 meter run	Midget, Youth, Open (no Young Men)
4x800 meter relay	Midget, Youth, Open
4x200 meter relay*	Subbantam, Bantam, Midget, Youth, Open
400 meter hurdles	Open Girls 30" Boys 36"
200 meter hurdles	Youth Girls and Boys 30"
1500 meter Racewalk	Bantam, Midget
3000 meter Racewalk	Youth
5000 meter Racewalk	Open
4x100 meter relay	Subbantam, Bantam, Midget, Youth, Open
100 meter dash	Subbantam, Bantam, Midget, Youth, Open
800 meter run	Bantam through Open
200 meter dash	Subbantam, Bantam, Midget, Youth, Open
80 meter hurdles	Midget Girls and Boys 30"
100 meter hurdles	Youth Girls 30" Boys 36" Open Girls 33"
110 meter hurdles	Open Boys 39"
1500 meter run	Bantam, Midget, Youth, Open
400 meter dash	Subbantam, Bantam, Midget, Youth, Open
4x400 meter relay	Bantam, Midget, Youth, Open

\*4x200 meter relay held at the discretion of the Meet Director. This is an exhibition event only.

#### **FIELD EVENTS**

Long Jump	Subbantam, Bantam, Midget, Youth, Open
High Jump	Open, Bantam, Midget, Youth
Triple Jump	Youth, Open – After Long Jump
Shot Put	Bantam, Midget, Youth, Open

Discus	Open, Midget Youth
Mini Javelin	Bantam, Midget
Javelin	Youth, Open
Pole Vault	Open, Youth

Maximum entry fee \$6.00 per athlete

Ribbons first through sixth place for each heat or flight

Awarding of ribbons should be done at the finish line immediately following the heat or flight

## 2. **Invitational meets:**

These meets shall be conducted over two days and only one meet shall be awarded on these dates.

Maximum entry fee - \$4.00 per event for invitational

## 3. **Championship meets:**

This committee may conduct four championship meets

- A. Pacific Association Championship to be conducted over two days
- B. Pacific Association Junior Olympic Championship to be conducted over two or three days and optionally two additional days may be added to contest the multi-events
- C. On even numbered years the Region 14 Junior Olympic Championship shall be contested over four (4) days. The first two days for multi-events and the second two days for Track and Field. On odd number years the Central Association of USATF shall conduct this meet. During any year, we have the option of contesting this event on separate weekends – two days for the multi-events and two days for track and field.
- D. Subbantam Championship to be conducted over one day:

### TRACK EVENTS

4X100 relay  
 800 meter dash – 20 minute break  
 200 meter dash – 20 minute break  
 400 meter dash – 15 minute break  
 100 meter dash – 15 minute break  
 4x200 relay and/or 4x400 relay

### FIELD EVENTS

Long jump  
 Shot Put      4 lb. shot put will be used  
 Mini Jav

The following two-day order of events shall be used for invitational and PAC Championship meets. The JO Championship and Region 14 Championship meets are on a two or three-day schedule. On a three-day schedule the Intermediate Girls and Boys and the Young Women and Young Men will compete on Friday in the long jump, hammer throw and steeplechase.

## FIRST DAY

### TRACK EVENTS

5000 meter run finals	YM
3000 meter run finals	MG, MB, YG, YB, IG, YW
4x800 relay finals	MG, MB, YG, YB, IG, IB, YW, YM
200 meter trials	All age groups starting with SBG
1500 meter racewalk finals	BG, BB, MG, MB
3000 meter racewalk finals	YG, YB
5000 meter racewalk finals	IG, IB, YW, YM
800 meter run finals	BG, BB, MG, MB, YG, YB, IG, IB, YW, YM
200 meter finals	All age groups starting with SBG
110 meter hurdle trials	IB, YM
100 meter hurdle trials	IG, YW, YB, YG
80 meter hurdle trials	MG, MB
400 meter run finals	All age groups starting with SBG

### FIELD EVENTS

Long Jump	SBG, SBB, BG, BB, MG, MB, YG, YB
High Jump	YG, YB, IG, IB, YW, YM
Shot Put	YW, YM, IG, IB, YG, YB, MG, MB, BG, BB
Javelin	YG, YB, IG, IB, YW, YM
Pole Vault	YB, IB, YM
Mini Javelin	MG, MB, BG, BB

## SECOND DAY

### TRACK EVENTS

4x100 relay finals	All ages starting with SBG
1500 run finals	All age groups starting with BG
200 meter hurdle finals	YG, YB
400 meter hurdle finals	IG, IB, YW, YM
100 meter trials	All age groups starting with SBG
110 meter hurdle finals	IB, YM
100 meter hurdle finals	IG, YW, YB, YG
80 meter hurdle finals	MG, MB
100 meter finals	All age groups starting with SBG
4x200 meter relay*	All age groups starting with SBG
4x400 meter relay finals	All age groups starting with BG

\* The 4x200 is an exhibition event only. It is held at the discretion of the Meet Director. The 4x200 will not be contested at the PAC Championship, JO Championship or Region 14 JO Championship meets.

## FIELD EVENTS

Long Jump	IG, IB, YW, YM
Triple Jump	YG, YB, IG, IB, YW, YM
Discus	MG, MB, YG, YB, IG, IB, YW, YM
High Jump	BG, BB, MG, MB
Pole Vault	YG, IG, YW

**NOTE:** No Subbantam division at Junior Olympic Championship meets; Subbantams must compete at Bantam level at all Junior Olympic competitions.

Triple jump to start after completion of the long jump (invitational and sectional meets only)  
 Discus to start after completion of the javelin

Maximum entry fee - \$7.00 per event for Pacific Association Championship  
 \$6.00 per event for Junior Olympic Championship  
 \$7.00 per event for Region 14 Championship  
 \$8.00 per athlete for Subbantam Championship

## AWARDS

Type of Meet	Awards for 1-3 place	Awards for 4-6 place
<b>Track and Field</b>		
Invitational	Medals	Ribbons
Pacific Association Championships (PAC)	Medals	Medals
Pacific Association Junior Olympic Championships (Top 8)	Medals	Ribbons
Region 14 Junior Olympic Championships (Top 3)	Medals	Nothing
Type of Meet	Awards for 1-6 place	Awards for 1-10 place
<b>Cross Country</b>		
Regular Cross country	Ribbons	
Pacific Association Junior Olympic Championships		Medals
		<b>Awards for 1-20 place</b>
Region 14 Junior Olympic Championships		Medals

### 4. Regular season cross country meets

- a. Bids for regular cross country meets shall be held during day one of the Junior Olympic Track and Field Championships.
- b. Bids shall be open to all registered clubs or organizations not prohibited by Pacific Association USATF.
- c. Meet Management must obtain a sanction from the Pacific Association of USATF. Failure to obtain a sanction will result in the meet being canceled.
- d. Clubs entering more than five athletes shall, when requested by meet management, help by providing volunteers to work at the meet.

**5. Cross country championship meets:**

- a. Pacific Association Junior Olympic Championship – bid during day one of the Junior Olympic Track and Field Championships.
- b. Region 14 Junior Olympic Championship – bid during day one of the Junior Olympic Track and Field Championships. On even numbered years the Pacific Association will contest this meet. On odd numbered years the Central Association will contest this meet.
- c. Bids for meets may be sent to the Youth Chairperson prior to the meeting for awarding of meets. Additional bids may be accepted at this meeting. Awarding of meets shall be by vote. In the event of only one bid for a given date, a vote shall be taken to accept or reject that bid. Bids shall be open to all registered clubs or organizations not prohibited by Pacific Association USATF.
- d. The meet management must obtain a sanction from the Pacific Association of USATF. Failure to obtain a sanction will result in the meet being canceled.
- e. Clubs entering more than five athletes shall, when requested by meet management, help by providing volunteers to work at the meet. The number of volunteers should be one for each ten athletes entered by that club up to a maximum of three (3) persons.

**Item 6. Budget**

The Executive Committee shall set and submit a budget to the Pacific Association Board of Athletics by the first weekend of August each year.

**Item 7. Records**

The Youth Committee will keep a set of Youth Pacific Association Records. A copy of these records will be provided to the meet directors. It is the responsibility of the meet management to provide record performances to the Youth Committee for inclusion in these records. Only performances at meets sanctioned by USATF will be accepted. Only youth athletes registered within the Pacific Association at the time of the competition may hold a Pacific Association youth record. Meets held with and outside the Pacific Association will be considered if all rules and guidelines pertaining to USATF have been followed.

**Item 8. Amendments**

These operating procedures may be amended at any scheduled meeting by a majority vote of those present.

**Item 9. Duties of Youth Executive Committee Members**

*A. Chairperson:*

- 1. Represent this committee at the national convention of USATF and report back to the Youth Committee on the convention
- 2. Chair the Youth Committee meetings and the Executive Committee meetings
- 3. Solicit agenda items for the Youth Committee meetings

4. Appoint special or ad hoc subcommittees as is necessary or seen fit to facilitate the business of the Youth Committee
5. Ex-officio member of all youth subcommittees
6. Shall provide, when requested, advice and guidance on running meets
7. Other duties as may be defined in the Bylaws of the Pacific Association USATF

*B. Vice Chairperson:*

1. Shall assume the duties of the chairperson in their absence
2. Shall provide, when requested, advice and guidance on running meets
3. Ex-officio member of all youth subcommittees
4. Shall insure that an evaluation is performed for each of the youth meets. Shall present the results of this evaluation to the Executive Committee

*C. Secretary:*

1. To serve as the official recorder of minutes at meetings. Read minutes of previous meeting at all meetings of this committee when necessary for clarification and document all changes.
2. To maintain records in which the operating procedures, special rules of order, standing rules and minutes of meetings and any amendments are properly recorded and to have the current records available to any member, upon request, at a nominal copying charge
3. In the absence of the Chairperson and the vice Chairperson, to call the Youth Committee meeting to order and preside at the meeting until the election of a Chairperson Pro-tempore, which shall be the first order of business
4. Minutes of regular committee meeting shall be mailed to all voting members of the committee within three weeks
5. To perform such other duties normally associated with this office

*D. Track Chairperson:*

1. Shall be responsible to develop programs to promote the sport of athletics as related to the sport of track events
2. Shall work with field chairperson to insure that a list of currently registered youth clubs and athletes be available at all track and field meets
3. May appoint as required members of a subcommittee to assist
4. Shall work closely with the Field Chairperson to insure any programs developed will not be in conflict with programs developed for field events.

*E. Field Chairperson:*

1. Shall be responsible to develop programs to promote the sport of athletics as related to the sport of field events
2. Shall work with track chairperson to insure that a list of currently registered youth clubs and athletes be available at all track and field meets
3. May appoint as required members of a subcommittee to assist
4. Shall work closely with the Track Chairperson to insure any programs developed will not be in conflict with programs developed for track events

*F. Cross Country Chairperson:*

1. Shall be responsible to develop programs to promote cross country as related to youth athletes
2. Shall insure that a list of currently registered youth clubs and athletes be available at all cross country meets
3. Shall be responsible for the running of the cross country program under the direction of the Youth Committee Chairperson
  - a. Shall be responsible to insure the cross country meet schedule is set and distributed to the clubs
  - b. Shall assist the Region Coordinator as required with the entries to the national meet
4. May appoint as required members of a subcommittee to assist

*G. Race Walk Chairperson:*

1. Shall be responsible to maintain record performances as defined in Item 7
2. May appoint as required members of a subcommittee to assist

*H. Records Chairperson:*

1. Shall be responsible to maintain record performances as defined in Item 7
2. May appoint as required members of a subcommittee to assist

*I. Communications Chairperson:*

1. Shall be responsible to develop programs to encourage publicity for youth athletes
2. Shall be responsible to edit and provide articles for USATF magazine
3. May appoint as required members of a subcommittee to assist

*J. Officials Chairperson:*

1. Shall be responsible to develop programs to recruit individuals to become USATF certified officials
2. May appoint as required members of a subcommittee to assist
3. Should develop a good relationship with the Pacific Association Officials Committee
4. Shall provide assistance as requested to insure officials are available for youth meets
5. In the absence of an officially designated protest committee at any regular season meet, should offer to serve in this capacity

*K. Treasurer:*

1. Shall be responsible to track the budget for the youth committee
2. Shall be responsible to track funds collected at fund raising events for the Youth Committee
3. Shall insure that all funds so collected are deposited with the Pacific Association
4. May appoint as required members of a subcommittee to assist

*L. Multi-Events Chairperson:*

1. Shall be responsible to develop programs to promote Multi-events as related to Pacific Association youth athletes
2. Should be available to serve as head Multi-events official as required by meet management
3. May appoint as required members of a subcommittee to assist

*M. High School Chairperson:*

1. Shall be responsible to develop programs, which encourages High School athletes to participate in USA Track and Field youth meets along with their high school programs.
2. Shall help these athletes to insure their eligibility to continue to participate in their high school programs are not jeopardized
3. May appoint as required members of a subcommittee to assist

*N. Membership Chairperson:*

1. Shall be responsible for validation of youth club registration
2. Shall validate that all registered clubs have registered coaches
3. Validate all youth athletes have submitted acceptable proof of birth prior to championship competition
4. Shall validate proof of membership prior to championship competition
5. Insure privacy when storing proof of birth certificates
6. Insure membership database validations are kept current on the PAUSATF website
7. Works in partnership with PAUSATF Executive Board Membership Chair
8. May appoint as required members of a subcommittee to assist

## **Item 10. Grievance Procedures**

- A. Grievance procedures as defined in the USATF Pacific Association Bylaws should be followed
- B. Should the grieving party wish to first bring a grievance to this committee, they may do so unless specifically prohibited by the Pacific Association. The procedure shall be as follows:
  1. The grievance shall be presented in writing to the Youth Chairperson
  2. The Youth Chairperson should make an effort to resolve the matter informally
  3. If the matter cannot be resolved informally, the Youth Chairperson shall appoint, within ten (10) day, a three (3) person independent grievance hearing panel that shall investigate the grievance and conduct a shearing on this matter.
  4. The person(s) charged shall be provided with fair notice of the hearing and shall have the right to present evidence and testimony and to cross-examine witnesses before the imposition of any penalty.

5. The decision of the Hearing Panel including the imposition of any penalties shall be put in writing and sent to the relevant parties including the Youth Chairperson within forty-five (45) days.
6. All decisions of the Grievance Hearing Panel shall be final within the Youth Committee and the Pacific Association. Where the Hearing Panel determines that any member of this Association shall be suspended or expelled, the Pacific Association Board of Athletics shall have the power to take that final action.
7. If the decision is not satisfactory to the losing party, then the grievance may be sent to the CEO of USATF and the Secretary of the Pacific Association within thirty (30) days of receipt of the written opinion, as defined in the USATF Bylaws and Operating Regulations, for appeal to the National Athletics Board of Review
8. All proceedings of the grievance shall be kept confidential if requested by the party charged in the grievance

#### **Item 11. Removal From Office**

To remove an elected member of the Executive Committee a petition must be received by the Youth Committee signed by a minimum of 20% of the voting members of the Youth Committee. The youth Executive Committee shall upon receipt of this petition prepare and send to all voting members of the committee, within thirty (30) days, a ballot to remove the officer. The ballots returned within 30 days shall be counted and a majority of those ballots returned shall be required to remove the person from office.

#### **Item 12. Saving Clause**

Failure of literal or complete compliance with provisions of the operating procedures in respect to dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notices or proposals, which in the judgment of the members at meeting held do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of the members at any such meeting.

#### **Item 13. Parliamentary Authority**

Roberts Rules of Order shall be the general rules of order

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