



***USATF***<sup>TM</sup>  
***OHIO***

## **OHIO USATF ASSOCIATION BYLAWS AND REGULATIONS**

Amended January 20, 2026 **DRAFT**

### ARTICLE 1: NAME

The name of this corporation shall be Ohio Association USATF, hereinafter referred to as “this Association,” “this corporation” or Ohio USATF.

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## ARTICLE 2: DEFINITIONS

- A. As used in these Bylaws and the Operating Regulations:
- B. "Actively Engaged Athlete" means an athlete who qualifies as a Ten Year or Ten Year+ Athlete, as defined below, or who has been actively engaged in twenty-four (24) months prior to election/selection in a USATF-sanctioned competition, which may include events that categorize entrants in age-restricted classifications. USATF's Athletes Advisory Committee and Nominating and Governance Panel will develop a process to jointly identify and vet candidates to serve as Actively Engaged Athletes.
- C. "Ten Year Athlete" means an athlete who has represented the United States in the Olympic Games, the Pan American Games, World Championships, or another event designated by the USOPC (together, with the USOPC's Athletes Advisory Council) and USATF (together, with USATF's Athletes Advisory Committee) as an elite-level event for purposes of this definition, within the previous ten (10) years.
- D. "Ten Year+ Athlete" means an athlete who has represented the United States in the Olympic Games, the Pan American Games, World Championships, or another event designated by the USOPC (together, with the USOPC's Athletes Advisory Council) and USATF (together, with USATF's Athletes Advisory Committee) as an elite-level event for purposes of this definition, but not within the previous ten (10) years.
- E. "Eligible Athlete" means any athlete who meets the eligibility standards established by USATF for Athletics.
- F. "Athletics" means, inclusively, track & field, long distance running, cross-country running, running, race walking and any other sport discipline recognized by the WA.
- G. "Athletics Competition" means a contest, game, meet, match, tournament, or other Athletics event in which eligible athletes complete.
- H. "Club" means a local or national organization whose programs involve competitive member athletes, events and/or education in Athletics.
- I. "Coach" means a person who is currently engaging in the training of athletes on an active basis, whether on a paid basis or not, and regardless of the extent to which coaching is a part of the person's vocation or retired from the vocation of coaching.

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- J. "Diversity" means differences among individuals, including, but not limited to: race, gender, age, ethnicity or national origin, gender identity, gender expression, sexual orientation, religious belief, physical ability or disability.
- K. "NABR" means the National Athletics Board of Review, as established in USATF Operating Regulation 11.
- L. "Sanction" means the document, which evidences the authority, granted by either USATF or an Association to conduct a competition, and which also evidences that the recipient has complied with the requirements of USATF Article 20 and USATF Operating Regulation 14.
- M. "Sports Organization" means a non-profit corporation, club, federation, union, association, or other group organized in the United States, which sponsors or arranges any Athletics competition.
- N. "This Geographic Area" means: The State of Ohio excluding the twenty-two (22) counties of the Lake Erie Association.
- O. "USATF" means USA Track & Field, the national governing body.

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## ARTICLE 3: PURPOSE AND DUTIES

This non-profit corporation shall act as the governing body (as defined by the Ted Stevens Olympic and Amateur Sport Act of 1998) for the Athletics in this geographic area. A.

Purposes: This corporation shall have the following purposes:

1. Development: Developing interest and participation in Athletics in this geographic area at all levels.
2. Diversity: Promoting diversity of representation at all levels of participation in its activities.
3. Management: Promoting Athletics and athletes by conducting completions and other events, and by cooperating with and encouraging other organizations which may do so; and
4. Marketing: Generating public awareness, appreciation, and support for Athletics, USATF, and this Association, creating opportunities for athletes and Athletics events, and generating sponsorships to aid this corporation in fulfilling its purposes and duties.
5. Duties: This corporation shall have the following duties:
  - a. Responsibility to constituency: Being responsible to the persons and sports organizations active in Athletics.
  - b. Coordination of scheduling: Minimizing, through coordination with the other sports organization, conflicts in the scheduling of all practices and competitions in Athletics.
  - c. Communication with Athletes: Keeping eligible athletes active in Athletics informed of policy matters and reasonably reflecting the views of such athletes in the policy decisions of USATF and this Association.
  - d. Sanctioning of events: Sanctioning competition in Athletics in accordance with the provisions of these Bylaws and Regulations, USATF Bylaws and USARF Operating Regulations.
  - e. Participation in competition: Providing for the participation by eligible athletes in competition in Athletics, in accordance with the provisions of these Bylaws and Regulation, USATF Bylaws and USATF Operating Regulations.

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- f. Support of diversity in Athletics: Providing equitable support and encouragement for participation by all persons in Athletics, regardless of gender, age, race or ethnicity, or disability.
- g. Coordination of certification and education: Providing the means for certification of coaches and officials throughout this geographic area in all disciplines and at all levels of Athletics.
- h. Registration and certification of athletes: Registering eligible athletes as members and certifying such athletes as eligible for competition; and
- i. Administration of athletics: Performing all other duties necessary for the administration of Athletics in this geographic area and to achieve this corporation's purpose.

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## **ARTICLE 4: AUTHORITY**

This corporation shall be the governing body for Athletics in this geographic area and shall exercise the following powers.

- A. Representation: Representing this geographic area in USATF.
- B. Establishment of Association goals: Establishing Association goals and encouraging the attainment of those goals in Athletics.
- C. Coordination of Athletics: Serving as the coordinating body for activity in Athletics in this geographic area.
- D. Jurisdiction: Shall have jurisdiction over Athletics competition in this geographic area, including Association championships, with the exception that any sports organization which conducts closed Athletics competition (participation in which is restricted to a specific class of eligible athletes such as high school students, college students, members of the Armed Forces, or similar groups or categories) shall have exclusive jurisdiction over such competition.
- E. Autonomy: This Association shall be autonomous in its governance of Athletics in this geographic area, in that it shall independently determine, and control all matters central to such governance in accordance with the USATF Bylaws and Operating Regulations and these Bylaws and Regulations, it shall not delegate such determination and control, and it shall be free from outside restraint except in recognition of its role as a part of USATF. This provision shall not be construed as preventing this Association from contracting with third parties for administrative assistance and support in connection with its purposes and authority.

## **ARTICLE 5: CONSTITUENCY**

- A. Individuals: Any person who meets the criteria for individual membership as determined by USATF shall be eligible for membership. This includes athletes, officials, coaches, administrators and any other set of individuals named by USATF.
- B. Groups: Any organization that meets the criteria for group membership as determined by USATF shall be eligible for membership. This includes clubs, organizations administering competitions and any other groups designated by

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USATF. Member groups must designate in writing who the voting members of the group are to be and must make any changes to this in a timely manner before such individuals are recognized to vote.

- C. Applications: Application for membership shall be in accordance with USATF Bylaws and Operating Regulations.
- D. Suspension and expulsion: Any individual or group recognized by this Association, which violates any of the provisions of these, Bylaws or Regulations, USATF Bylaws or Operating Regulations, any operating policy approved by the USATF Board of Directors, or any operating policy approved by this Association may be suspended, after due notice and an opportunity to be heard by the body designated to conduct such hearings, until the next meeting of this Association, to which meeting action of suspension shall be reported by the Secretary. At such meeting the suspension may be rescinded by a majority vote of the members, or such individual or group be expelled by a two-thirds vote.

## **ARTICLE 6: VOTING MEMBERS**

Except for renewals from the previous year, individuals must be members in the month, which ends more than one full month preceding the election (e.g., if the election is held at any time in September, the membership must be processed by July 31)

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## ARTICLE 7: MEETINGS

- A. General membership meetings of the Association shall be held bi-annually with a Winter Session held prior to April 1st each year, and Summer Session, held prior to October 1st each year. Such meeting shall be held within the geographical area of the Association and announced by requisite notice of such a meeting. If it is impractical to hold the Annual Meeting in person, the Board may approve that it be a virtual (on-line) or hybrid meeting.
- B. Board Meetings: This association shall hold quarterly Board meetings, at such time and place as the Association President shall determine with input from the other members of the board. Notice of meetings shall be made available to entire membership. If it is impractical to hold Board Meetings in person, the Board may approve that it be a virtual or hybrid meeting.
- C. Special Meetings: Special meetings shall be held by call of the Board. Special meetings may be held in person, hybrid or virtually and announced by requisite notice of such a meeting.
- D. Meeting procedures: The following shall govern the conduct of all meetings of this Association:
  - 1. Notification of meetings:
    - a. Distribution: Notice of the meeting must be distributed by mail, newsletter, local Association website and/or the National Office's website.
    - b. Website use: If a website is to be used to inform members of the meeting, then members must be informed where to find information on the website through a mailing or newsletter.
    - c. Prior to meeting date: The initial meeting notice must be sent by means under which it will arrive at least thirty (30) days prior to the beginning of the elections process; and
    - d. Changes: Any notice of a meeting change must be at least fourteen (14) days prior to the meeting.

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2. Structure of meetings: An in-person meeting shall be first option for meetings with a hybrid (combined in-person and virtual (on-line)) being the next option however, if in-person or hybrid is not possible then a virtual (online) option shall be the alternative. Both hybrid and virtual (on-line) meetings must include a virtual (on-line) voting provision.
  - a. The President, Vice President and Secretary of the Association shall determine the structure of the meetings.
3. Publication of agenda: The proposed agenda along with the meeting structure and voting structure shall be included along with the meeting notice. Agendas should also be available at the time of the meeting; additional items added to the agenda shall not include any item where action of the committee is necessary, unless seventy-five percent (75%) of the members of the group then present agree to such action.
4. Open conduct of business: All meetings of this Association shall be open to all individual members of the Association except as otherwise provided. There shall be a specified time period in the meeting where any member may give input or make a brief statement.
5. Closed or executive sessions: No part of any meeting shall be closed unless seventy-five percent (75%) of the members of the group then present agree to close the session; and
6. Record of a meeting: The Association and all of its committees shall have a recording secretary. Within thirty (30) days of the meeting, draft minutes should be posted on the Internet. All written reports or a summary of such reports shall be distributed with the draft minutes.
7. Quorum: Provided that proper notice of a meeting has been given, a quorum shall be constituted by the voting members present for official business to be conducted at our bi-annual meetings. A majority of the Board members must be present to conduct official business at our quarterly board meetings.
8. Agenda: Prior to each meeting of this Association, the Secretary shall consult with the President and any Association staff members on the

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agenda. The Secretary shall prepare an agenda to be presented to the members at the start of the meeting as one of the first orders of business. Such agenda items shall include, but not necessarily be limited to:

- a. Attendance/Roll Call
- b. Minutes – acceptance of minutes from the previous meeting.
- c. Financial Report – Treasurer’s report and approval of the budget.
- d. Reports – Reports from the President and those officers and committee chairs which have business to come before the delegates.
- e. Elections
- f. Awards
- g. Other business (old or new)

E. Rules of Order: Questions of order shall be decided by the Chair in accordance with Roberts’ Rules of Order (newly revised), unless otherwise provided in these Bylaws. Decisions by the Chair may be appealed to the Association parliamentarian. The President shall designate a qualified parliamentarian for all meetings of this Association.

## ARTICLE 8: VOTING

A. All election procedures for officers and any other elected positions shall be defined in these bylaws and comply with Regulation 7 of the USATF Bylaws. The procedures shall include the notice of elections to be held, the process by which nominations are made, the voting constituency, the conduct of balloting and election protests. Election Notice:

1. Distribution: Notice must be distributed by mail, newsletter, local Association website, and/or the National Office’s website.
2. Website use: If a website is to be used to inform members of the election, then members must be informed where to find information on the website through a mailing for newsletter.

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3. Prior arrival: the initial meeting notice must be sent by means under which it will arrive at least thirty (30) days prior to the beginning of the elections process; and
  4. Changes: Any notice of a meeting change or a change in the election process must be at least fourteen (14) days prior to the meeting. b. Nominating process:
    1. Nominating Committee: Appointed by the President, with the approval of the Board.
    2. In-person meeting nominations: Nominations may be made and must be allowed from the floor.
    3. Hybrid and virtual (on-line) meeting nominations: Nominations must be made and seconded by email or USPS letter and received, for emailed nominations, or postmarked, for USPS mailed nominations prior to the date stated in the meeting notice which shall be no less than 2 business days prior to the meeting date. No nominations may be made or allowed from the floor during a virtual (on-line) or hybrid meeting.
    4. If a nominating committee is utilized, all members of that committee are ineligible to be on the slate created and presented to the membership for voting.
    5. This Association shall use an open meeting ballot where all members of the Association are eligible to attend or participate and vote at in-person, hybrid or virtual (on-line) meetings.
    6. Membership & age criteria: A candidate must be a member of the Association who is at least 18 years of age (at the start of the term of office); and
    7. Nominations and seconds: A candidate needs one (1) nominator, which may be the candidate, and one (1) seconder who are both members of the Association.
- c. Voter Criteria:
1. One person-one ballot: One (1) person shall cast only one (1) ballot, regardless of how many positions within the Association the person occupies.
  2. Proxies: There shall be no proxy voting.

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3. Minimum age: Voters must be a minimum of age eighteen (18) on the day of the election.
- D. Conduct of voting: This Association shall use an open meeting ballot where all members of the Association are eligible to attend or participate and vote at inperson, hybrid or virtual (on-line) meetings.
1. Disputes: Credential disputes must be resolved before the election process is started with nominations and/or the report of the nominating committee.
  2. Uncontested: Uncontested elections may be voted by acclamation; and
  3. Ballot type: A secret ballot must be used for contested elections.
  4. Structure of the Voting Ballots: In Person or Electronic Ballot:
    - a. The President, Vice President and Secretary of the Association shall determine the structure of voting ballots to be utilized.
    - b. In person voting ballots are the first choice for submitting ballots at in-person meetings.
    - c. At virtual (on-line) and hybrid meetings, contested votes shall be conducted by electronic voting.
    - d. Must choose only one method of the following choices:
      - in person,
      - electronic means.
    - e. All electronic ballots must be distributed to all voting members at the same time.
    - f. For electronic voting: A minimum of thirty (30) days must be allowed from date of distribution to due date as stated in the meeting notice for the return of a completed ballot.
      - Due date of ballot return must be clearly stated on ballot.

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- Acceptance of electronic ballots shall close at the stated date and time as published in the meeting notice for both in-person or virtual (on-line) meetings.
- All ballots must be held unopened until time designated by the President, Vice President and Secretary to open ballots at the meeting.
- Any ballot opened prior to the designated time to open shall be declared void. E. Counting of ballots:
  1. Panel: A panel of at least three (3) individuals, at least one (1) of whom must be an athlete, shall count the in-person or electronic ballots and sign the tally. All panel members shall be of voting age. The panel shall not include any individual who is a candidate for a contested office.
  2. Consultation: The panel may consult as necessary with the Chair, secretary, and/or parliamentarian (so long as they are not candidates for the contested office) on procedural matters. F. Committee and Council Chairs:
    1. Age and terms:
      - a. All committee and council chairs, whether elected or appointed, must be at least 18 years old and members of the Association at the start of the term of office, complete and pass a USATF approved background check and possess a current SafeSport training certificate or renewal, before the later of taking office or thirty (30) days of being elected. Chairs shall be elected or appointed for specific terms that are determined prior to the appointing or voting for the position.
      2. Election: When requested by two (2) or more member organizations of the Association, sport committee chairs shall be elected. When a sport chair is elected for four (4) years, the election shall take place at a meeting (in-person or hybrid or virtual (on-line)), which is held separately from the general elections, either by time or location, and at a minimum, shall be advertised to all member organizations in the Association active in the discipline. G. National delegates:
        1. Selection of delegates: The Board of Directors at its Fall Meeting shall select the delegates of this Association to the Annual Meeting of USATF. Preference shall

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be given to the President, Vice President, Secretary, Treasurer, Membership/Sanctions Chair, Chairs of the Sport Committees, Officials Chair, and eligible athletes. If one of the aforementioned delegates listed above is unable to fulfill their role at the USATF annual meeting then that designated delegate shall be responsible for selecting a replacement who best represents the preferred delegate's position, has a sound understanding of the issues important to USATF Ohio, and the replacement must be present to vote in the USATF National Committee. If the aforementioned delegate(s) are unable to select an appropriate replacement, the President will appoint that delegate. Selections of all remaining positions such as alternates will be done on the basis of the needs of the Association, merits of the individual and the financial resources of the Association. The Executive Committee may fill any remaining delegate positions at its Fall Meeting.

2. Expenses: The amount budgeted for the expenses of the delegates participating in the Annual Meeting of USATF from the Association General Fund shall not exceed 1/6 of the individual membership fees from the preceding fiscal year unless amended. H. Majority requirement:

1. Officers: The officers of the Association must be elected by a majority of the ballots cast.

## I. Election protests:

1. Operating regulation 11: Except as indicated below, USATF Operating Regulation 11 shall apply to election grievances. Protests may only be made after the election process is concluded.

2. Panel composition: An NABR panel from a different USATF region shall be appointed to conduct the hearing. All hearings shall be by conference call.

3. Invalidation: The NABR panel shall invalidate an election if it is found that one or more infractions occurred and likely changed the outcome of an election; and

4. Further action: The NABR panel may recommend or require changes for future elections in the Association. J. Employees and elections:

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1. Current employees (working within the past ninety days) shall not participate in any part of the elections process (nominations or campaigning), but may, at the discretion of the Association, be permitted to vote if they are members and otherwise eligible.

## ARTICLE 9: OFFICIERS AND THEIR DUTIES

- A. Positions: The officers of this Association shall be: a President, a Vice President, a Secretary, a Treasurer, and a Membership Chair. No individual may be an officer of this Association who is also an officer of another sport governing body at the local or national level.
- B. Duties: The officers shall perform the following duties as well as any other duties prescribed by these Bylaws, the USATF Bylaws or Operating Procedures, or the Board of this Association:
  1. President: The President shall:
    - a. Preside at all meetings of the USATF and its Board.
    - b. Be an ex officio non-voting member of all committees.
    - c. Subject to the direction of the Board of this Association, shall manage and supervise the affairs of this Association; and
    - d. Select committee chairs and other such members that he or she is entitled to appoint as well as other appointments authorized by these Bylaws after consultation with the other officers. He or she may likewise terminate such appointments for good cause upon written notice to such appointees and the other officers.
  2. Vice President: The Vice President shall:
    - a. Perform duties assigned by the president and the Board.
    - b. In the temporary absence of the President from a meeting, the Vice President shall serve as acting Chair.
  3. Secretary: The Secretary shall:

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- a. Keep or cause to be kept all records of this Association, and all minutes of the meetings of this Association and its Board, and,
  - b. in general, shall perform all duties normally pertaining to the office of secretary.
4. Treasurer: The Treasurer shall:
  - a. Keep or cause to be kept a correct and complete record of account, showing accurately at all times the financial condition of this Association, and,
  - b. in general, shall perform all duties normally pertaining to the office of treasurer; and
5. Membership Chair: The Membership Chair shall:
  - a. Collect or cause to be collected all memberships/sanctions for the Ohio Association, and
  - b. Will be the liaison to the USATF National Office in all matters of membership, including reporting and disbursement of benefits.
- c. Election: All officers are to be elected for four (4) years at the winter Semi-Annual meeting, in the odd number year. Their term will commence on the first day of April. No person may contest more than one (1) officer position during an election. A person may not hold the office of President and any other officer position; however, a person may be named in other dual capacities to fill a vacancy.
- d. Limitation on terms: No person shall serve in an officer position for more than three (3) full terms in the same office in succession. Those who have served three or more terms in succession must secure permission (majority vote) of the Board of Directors prior to the election.
- e. Succession and vacancies: There shall be no order of succession to any office. In the event the Board determines that an officer is temporarily unable to serve, it may in its sole discretion, name another officer to fill the vacancy temporarily. In the event an officer resigns or is permanently unable to serve, the Board shall name a successor until the following annual meeting, at which time a special election shall be held for the unexpired portion of the term.

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- F. Removal from office: Any officer of this Association may be removed for good cause by a two-thirds vote of those members of the Association present and voting at an annual meeting or special meeting call for this purpose and provided the requisite notice for such meeting (see Article 8) shall properly set forth the removal vote on its agenda.

## ARTICLE 10: BOARD OF DIRECTORS

### A. Board of Directors:

1. Composition: The Board of Directors shall be composed as follows:

a. Voting Members: The voting membership of the Board shall be as follows:

- The Officers of the Associations (5)
- The immediate past president (1)
- The Chairs of the following sport committees (6)
  - Men T & F
  - Women's T & F
  - Racewalk
  - LDR
  - Youth
  - Masters
- The Chairs of the following administrative, developmental, or operating committees (5) ◦ Webmaster ◦ Awards ◦ Ways & Means ◦ Clinics ◦ Athletes Advisory ◦ Association SafeSport Volunteer Coordinator
- The Chair of the Officials Committee (1)

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- A Coach
  - Eligible Athletes – all of whom must be of voting age and at least one of whom must have participated in international competition for the USA within the last ten (10) years, where available.
- b. General provisions:
1. Fiduciary responsibility: The Board shall manage and supervise the affairs of the Association and perform those duties specified in these Bylaws; and
  2. Meetings of the Board: The Board may conduct its affairs either at a meeting or by a conference. It shall hold quarterly meetings in person or virtually during each year as called by the President. Additional meetings may be called by the President or upon the written request of any member of the Board, and if by the latter group, only after a minimum prior notice of five (5) days to the President of such intent by facsimile or e-mail. At least seven (7) days' notice of any in-person meeting and at least forty-eight (48) hours' notice of any conference call shall be given to all members of the Board. After the members of the Board have called for a meeting, the President shall have twenty-four (24) hours to determine the venue and make appropriate notice to the remainder of the Board. For any meeting, notice may be waived by unanimous consent. Written notice shall include the minutes of the previous meeting.
- c. Election or selection of members: All members of the board are elected by their constituencies and shall serve at the discretion of those constituencies, unless otherwise stated in these Bylaws.
- d. Terms: The term for Board members which is not otherwise set by their terms of office shall be the four (4) years of the Olympiad.
- e. Quorum: A quorum for meetings of the Board shall consist of a majority of the members of the Board.
- f. Voting: Except as otherwise provided herein, all matters shall be decided by majority vote of those present and voting. There shall be no voting by proxy.

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- g. Board committees: The Board may have committees including, but not limited to, budget, audits, compensation, insurance and grants. Each Board committee will have no more than five (5) members, at least one (1) of whom must be a Board member. The President shall appoint the members with the approval of the Board.

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## **ARTICLE 11: ASSOCIATION OFFICE**

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## ARTICLE 12: COMMITTEES

- A. Committees: The following committees of this Association are established with such duties, responsibilities, and make-up outlined here and in Articles reserved for each type of committee:
1. High Performance
  2. Men's Track & Field
  3. Women's Track & Field
  4. Race Walking
  5. Development Group
  6. Long Distance Running Committee
    - a. Men's Long-Distance Running
    - b. Women's Long-Distance Running
    - c. Masters Long Distance Running
    - d. Cross Country Running
  7. General Competition Committee
    - a. Masters Track & Field
    - b. Youth Athletics
  8. Law & Legislation/Rules
  9. Association's liaison to national committee
  10. Athletes Advisory
  11. Athletics for the Disabled
  12. Coaching Advisory
  13. Member Services liaison to national committee

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## 14. Officials

- B. General provisions: The following provisions apply to all of this Association's committees:
1. Term of members: Unless otherwise provided for, the term for members of all committees shall be at the discretion of the Association President who appoints all committee members and shall commence at the conclusion of the annual meeting in each year of the Summer Olympic Games.
  2. Committee makeup: The makeup of each non-sport committee shall be stated in the description for the committee. Sport committees shall be constituted as follows:
    - a. Association group members: One (1) member to be named by each Association members club or organization active in the discipline of the committee.
    - b. Sports organization members: One (1) member who is a resident of the Association to be named from each sports organization listed in USATF Exhibit B that conducts substantial programs or competitions in the sports discipline of the particular committee.
    - c. Athletes for the Disabled members: One (1) member to represent the collective disabled athletes in the area.
    - d. Officials Committee member: One (1) member to be named by and from the Association Officials committee.
    - e. At large members: Three (3) at large members to be selected by the members of the committee.
    - f. Elected officers and other positions: Any person elected by the committee to serve in an officer position, such number not to exceed four (4) additional members; and
    - g. Active athlete members: That number of active athlete members which shall

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be at least twenty percent (20%) of the total authorized membership of the committee, such active athletes to be selected by those registered attendees at the meetings of this Association who are active athletes engaged in the particular sport discipline of the committee. For Youth Athletics, AAC shall appoint four (4) active athletes. c. Committee membership and notification:

1. Notification & vacancies: No election, selection, or appointment to a committee shall be effective until the Association secretary or committee chair is formally notified by the organization or other party entitled to make same. Vacancies in a committee shall be filled by the committee, individual, organization, or group entitled to appoint the vacant committee membership position. The Athletes Advisory Committee chair may appoint an active athlete from the applicable discipline to fill an athlete vacancy and/or serve as a voting alternate on any committee.
2. Elections: The provisions of Article 9-F shall apply to the elections process of committees. The committees shall be free to adopt other portions of Article 9, or other rules not in conflict with those in Article 9-F.
3. Alternates: The individual or group electing or selecting members of any committee or subcommittee (other and committee members elected by this Association or its Board) may designate an alternate. Appointment of alternates shall be reported to the Association secretary or committee chair in a timely manner.
4. Membership: All elected and appointed members of all committees shall be members of this Association.
5. Termination: Organizations or groups which appoint committee members per this section may terminate such appointments for good cause upon written notice to such appointees.
6. Same Organization: No more than two (2) at large members of administrative or developmental committees appointed by the President (other than the Chair) may come from the same organization; and

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7. Listings: Under every committee member's name in the USATF Directory shall be listed (a) their Association or (b) the governing organization they represent.
  - D. Committee meetings:
    1. Each committee shall hold at least an annual meeting, which may be in conjunction with the annual meeting of the Association. Committees shall hold such special meetings as may be called by the Chair, at his or her own initiative, or that of twenty percent (20%) of the membership of the committee, upon meeting, the notice of a special meeting shall be distributed to all committee members at the direction of the Association secretary upon verification that the requirement of twenty percent (20%) has been met. The notice of a special meeting shall be in writing, setting forth the date, time, place and purpose of the meeting, and shall be mailed to the last known address of each committee member.
  - E. Quorum: A quorum of any committee meeting shall consist of twenty-five percent (25%) of its members.
  - F. Athlete representation: Except for the Youth Athletics Committee and its subcommittees, all Association committees, subcommittees, or other appointed or elected bodies of this Association shall consist of at least twenty percent (20%) active athletes. At least twenty five percent (25%) of the active athletes shall have competed for the United States in international competition within the last ten (10) years, if such athletes have available; and
  - G. Committee responsibility: Any committee project or grant, which requires applicants to file a written request form, must also require a certification that the Association President and sport chair (if appropriate) have been notified of the application. Any USATF national committee awarding funding for projects or events to be held in the Association must notify the Association President in writing on the date and scope of the activity to be held in the Association.
  - H. Committee Chairs: The chair of each applicable committee shall be elected in accordance with this Association's voting procedures (see Article 9) for a one-, two-, three- or four-year term, as shall be determined by the committee prior to voting. Unless otherwise specified, the chairs of all other committees shall be appointed by the Association President and shall serve for the same term as the President's

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term. Non-sport committees, which elect their chairs, may also elect an executive committee to act on behalf of the committee between committee meetings.

1. Duties of the Chair: Chairs of all committees shall:
    - a. Preside at all meetings of the committee.
    - b. Ensure that all duties and responsibilities of the committee are properly and promptly carried out.
    - c. Appoint subcommittees, with the authorization of the committee, as may be necessary to fulfill the duties and responsibilities of the committee. Subcommittees of the administrative and developmental committees shall be appointed only from the membership of those committees, except that non-members (not exceeding 50% of the subcommittee) may be appointed with the authorization of the committee.
    - d. Communicate with the committee members to keep them fully informed of events concerning the committee and decisions made to carry out the committee's responsibilities.
    - e. Keep the President and Executive Director informed on all committee actions and recommendations; and
    - f. Cause to be kept and promptly forwarded to all committee members and the Executive Director copies of the minutes of all meetings of the committee.
  2. Vacancies: When an elected committee chair is vacant, the position shall be filled by a vote of the committee as a whole by mail ballot unless the committee has previously adopted a different procedure. A panel named by the Association President shall supervise the elections in a manner approved by the Board; and
  3. Removal of elected chairs: Chairs may be removed for good cause by a two thirds vote of the committee at an annual meeting or at a special meeting called for that purpose, provided that the members of the committee shall receive notice of the proposed action at least twenty (20) days prior to the meeting.
- i. Sport Committees general provisions: Each sport committee shall:

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1. Executive committee: Have the right to establish an executive committee to perform its duties between annual meetings. The membership of the executive committee shall be at the discretion of the committee of the whole. Except for Youth Athletics, the number of active athletes shall be at least twenty percent (20%) of the membership. If such executive committee is established by either the Men's or Women's Track & Field Committees, at least one third of its membership shall consist of individuals whose vocation includes the administration of coaching of school/college community track & field.
  2. Open Meeting: Except upon majority vote of those present, allow the attendance at its meetings of Athletics coaches, officials or representatives of any group engaged in the sport, allowing such invitees voice but no vote.
  3. Miscellaneous: Promote and develop activities related to its sport; and
  4. Operating procedures: Have a set of written operating procedures on file with the Association secretary. These procedures shall not conflict with the provisions of the USATF Bylaws and Operating Regulations or these Bylaws. Any modification of the committee's operating procedures shall be promptly reported to the secretary. Members of the Association may request a copy from the secretary and copies shall be available at the Annual Meeting.
- J. Task forces: The President may appoint task forces. No such entity shall continue beyond the term of the President without specific reappointment. The authorized temporary groups will be reported in the minutes of the next meeting.

## ARTICLE 13: COMMITTEES

### A. Sport:

1. Duties and responsibilities: In addition to the provisions of Article 13, each committee shall:
  - a. Championships: Have jurisdiction over the Association championships in the particular discipline it controls, and shall institute, locate or award, conduct and manage all such championships in accordance with the provisions of Regulation 3.

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- b. Calendar: Coordinate the local and domestic competition calendar in its discipline; and
  - c. Records: Approve records for the events within its discipline.
2. Committee definitions: The disciplines and age categories under the control of each sport committee in this division are as follows:
- a. Age categories:
    - i. Senior athletes are of any age, 14 years and over.
    - ii. Junior athletes must be at least age 14 on the day of competition and under age 20 on December 31 in the year of the competition.
    - iii. Masters athletes shall be at least age 40 on the day of competition; and
    - iv. Youth athletes shall not be 19 before the final day of the National Junior Olympics track & field competition and are divided into specified age categories.
3. Jurisdiction:
- a. Men's track & field: Indoor and outdoor track & field activity for junior and senior men, not including track races of greater than 10,000 meters.
  - b. Women's track & field: Indoor and outdoor track & field activity for junior and senior women, not including track races of greater than 10,000 meters.
  - c. Race Walking: All race-walking activity for junior and senior men and women.
  - d. Men's Long-Distance Running: Off track running at all distances, track funning at distances over 10,000, and cross country running for junior and senior men.
  - e. Women's Long-Distance Running: Off track running at all distances, track funning at distances over 10,000, and cross country running for junior and senior women.

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- f. Masters Long Distance Running: All off track running, cross country running and track running over 10,000 meters for masters men and women.
  - g. Cross Country Running: Jurisdiction reserved pending LDR task force study.
  - h. Youth Athletics: All youth activities not conducted as junior competitions for youth boys and girls, including track & field, road running, cross country running and race walking; and
  - i. Masters Track & Field: All track, field and race-walking activity for masters men and women, except track running races of greater than 10,000 meters.
4. Makeup: Each sport committee shall be constituted as stated in Article 13.B.2
- B. Association liaison:
    - 1. Duties and responsibilities: The liaison shall:
      - a. Communication: Communicate with other Associations of USATF; Examples: Collect and provide samples of model Association bylaws, policies and operations manuals.
      - b. Clearinghouse: Assemble and disseminate information to the National Office on registration and membership, events, schedules, services to athletes and Association statistics.
      - c. Association standards: Assist the Association in understanding accreditation implementation and formulating plans for improvement.
      - d. Resources: Both advise and serve as a resource for the Association, its officers and its boards, either individually or collectively, with respect to current fund-raising and marketing & media practices and policies which might be applicable to their particular needs and situations; and
      - e. Appointment: The President with the approval of the Board shall appoint the liaison.
  - c. Athletes Advisory:

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1. Duties and responsibilities: the committee shall:
  - a. Policy advise: Serve as a source of reference, opinion and advice to the officers, employees, Board and all committees with regard to current or contemplated policies of USATF and/or the Association and in all matters relating to athletes and athletes' rights.
  - b. Athlete representatives: Appoint, elect, or oversee the election or appointment of athletes' representatives to committees or subcommittees when empowered to do so by these Bylaws.
  - c. Participation in governance: Encourage and foster the representation and active participation of athletes at the meetings of the Association, its Board and its committees.
  - d. Meetings: Conduct meetings of the active athlete members and other active athlete attendees at the annual meetings of this Association.
  - e. Performance: Assist athletes in achieving maximum performance in Athletics competition.
  - f. Rights of athletes: Educate athletes about their rights and responsibilities in Athletics and assist athletes in preserving and protecting such rights.
  - g. Athlete advice: Advise athletes on all matters pertaining to the general structure and operation of Athletics.
  - h. Transition of athletes: Assist with the transition of athletes in post competitive years; and
  - i. Operating rules: Adopt operating rules to assist the committee in carrying out its duties and responsibilities.
2. Makeup: The committee shall consist of active athletes in each of the following categories where available:
  - a. Sprints.

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- b. Hurdles.
- c. Multi-events.
- d. Distances of 800 meters through 1500 meters.
- e. Distances of over 1500 meters to 10,000meters.
- f. Road racing and cross country.
- g. Throws.
- h. Horizontal and vertical jumps.
- i. Race walking; and
- j. At large (active or inactive) athletes D. Athletics for the

Disabled:

1. Duties and responsibilities: The committee shall:
  - a. Liaison: Serve as liaison between this Association and (1) the Disabled in Sports Committee of the USOC and (2) those sports organizations for athletes with disabilities which conduct regular programs.
  - b. Competitions: Coordinate, through the appropriate sport committee, the competition of athletes with disabilities in events under the jurisdiction of this Association and promote participation by athletes with disabilities in Association sanctioned events.
  - c. Development: Develop programs to improve athletic performance among athletes with disabilities; and
  - d. Education: Facilitate the education and training of coaches and officials, and education of the Athletics community in general in working with athletes with disabilities; and
2. Makeup: The committee shall consist of a Chair and two (2) members selected by each sports organization for the disabled. One (1) of the two (2) members from each such organization shall be disabled and have competed in Athletics

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with ten (10) years. At least twenty percent (20%) of the committee shall be disabled.

## E. Coaches Advisory:

### 1. Duties and responsibilities: The committee shall:

- a. Policy advice: Serve as a source of reference, opinion and advice to the officers, employees, Board and all committees with regard to current or contemplated policies of this Association and in all matters relating to coaches; and
- b. Coach's representatives: Appoint coaches' representatives to committees or subcommittees when empowered to do so by these Bylaws; and

2. Makeup: The committee shall consist of a minimum of one (1) coach from each organization active in the Association (from among the USTCA, USWTCA, NCAA I, NCAA II, NCAA III, NAIA, NHSACA, NJCAA, NWAACC or CCCCTCA (as appropriate), and three (3) club coaches to be selected by the President, plus three (3) active athlete members selected by the Athletes Advisory Committee chair. The members shall elect their chair at the annual meeting in even-numbered years. F. Coaching Education:

1. Duties and responsibilities: The committee shall foster the growth of coaches' education in the local area, using such resources as the national committee can provide. It shall participate in the staging of any coaching education school held in the geographic area of the Association; and
2. Makeup: Recognizing the differences between Associations in the activities of coaches' education, insofar as they can, Associations' coaching education committee shall attempt to parallel the structure of the national subcommittee, such activities being led by an Association coaching education chair appointed by the Association President (unless otherwise provided for in the Association's Bylaws).

## G. Development:

1. Duties and responsibilities: The committee shall:

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- a. Scope: Investigate, stimulate, plan and promulgate programs on a broad basis to provide for the overall development of (1) training and competitive facilities, (2) equipment and skills, (3) coaching methods and (4) athletic skills; and
  - b. Effect: Perform the above activities in order to develop the maximum number of athletes from the novice to world class levels.
2. Makeup: Members who, unless hereinafter specified to the contrary, shall be appointed by the chairs of the Olympic sport committees with the approval of the President: (SPECIFY) The chair of each committee, with the approval of the divisional chairs of High Performance and Long Distance running in consultation with President, shall have the authority to appoint additional nonvoting members necessary to carry out the responsibilities of the committee. H. Law & Legislation and Rules:
1. Duties and responsibilities: The committee shall:
    - a. Deliberations: Consider and present in proper form for action all amendments to the USATF Bylaws and Operating Regulations and may make recommendations thereon:
    - b. Custodial service: Be the custodian of the local Association Bylaws.
    - c. Interpretation: Interpret the Rules of Competition.
    - d. Amendments by members: Have the authority to propose amendments to the USATF Bylaws, Operating Regulations and Rules of Competition on behalf of the Association with the signature of the President of the Association; and
  2. Makeup: The committee shall consist of at least three (3) and no more than seven (7) members of the Association, at least twenty percent (20%) of which must be active athletes, as named by the President. I. Member Services liaison:
    1. Duties and responsibilities: The liaison shall assist the area membership chair in determining the qualifications of member groups, and shall coordinate all election for both the officers, Board and committee chair positions; and

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2. Appointment: The President with the approval of the Board shall appoint the liaison.

## J. Officials Committee:

1. Association's officials committee: Recognizing the possible differences between Associations in the number of meetings held, the availability of officials and the availability of personnel to administer programs, each of the Association committees shall:
2. Administration: Select a person or committee responsible for training, certifying and generally supervising officials within the Association, under such rules and procedures consistent with the directives of the national committee, as it may adopt.
3. Methods: Establish (by examination, rules review, field experience, clinics and such other procedures as it may choose) their overall program administration, including the direct responsibility of certifying the officiating category of "Association Official" to working officials within its Association.
4. Instruction: Develop and maintain instructional programs for officials, including examinations, rules reviews, clinics and other such activities as it may prescribe; and
5. Certification: Be responsible for:
  - a. Designating pre-certified officials.
  - b. Certifying Association level officials; and
  - c. Recommending to the national committee candidates for national and master level official certification; and
  - d. Minimum makeup and concurrence: Each local official's committee shall be composed of at least one (1) representative from each locally active discipline of USATF.

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## **ARTICLE 14: DISCIPLINARY AUTHORITY**

This Association shall have the authority to discipline any member, delegate, athlete, coach, manager, official, trainer, member of any committee and any other person or entity participating in Athletics who, by neglect or by conduct, (1) acts in a manner detrimental to the purposes of USATF or Athletics, or (2) has violated any of the Bylaws, Operating Regulations or Rules of Competition of USATF, or of the Association, or (3) has violated the rules of eligibility.

NOTE: Disciplinary and reinstatement procedures: The disciplinary and reinstatement procedures of USATF and its member Associations are set forth in the USATF Operating Regulation 11 and 12.

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## ARTICLE 15: REDRESS OF GRIEVANCES

A grievance may be any matter within the cognizance of USATF Ohio Association as described in Regulation 9. Grievances shall be filed and administered in accordance with Regulation 9.

### A. FORMAL GRIEVANCES AND DISCIPLINARY PROCEEDINGS

1. Jurisdiction: This Association shall have jurisdiction over all disciplinary and formal grievance proceedings relating to matters that arise within the boundaries of the Association, except sexual misconduct allegations and doping violations which shall be under the jurisdiction of USATF. All penalties imposed by an Association shall be effective only within the jurisdiction of that Association.
2. Association Arbitration Panel: The following shall apply to the appointment and conduct of the Association Arbitration Panel (AAP):
  - a. Members: The Association Arbitration Panel shall consist of three (3) members - a Chair, an at-large member, and an athlete member. There shall also be a first alternate, second alternate, and additional alternates who may be appointed from time to time when any of the three members of the AAP are not available. Members of the AAP shall not be members of the Association Board or Executive Committee.
  - b. Appointments: Appointments shall be made by the President with the approval of the Association Board. The appointments shall be duly reflected in the minutes of a properly convened Board meeting.
  - c. Terms: Terms shall commence on January 1 of each even-numbered year.
  - d. Removal: Members and alternates may be removed for good cause by majority vote of the Association's Board. Good cause may include, but is not limited to, the following:
    - i. Dilatory practices: An AAP member who causes or permits delays in the hearing process; and/or
    - ii. Failure to follow procedures: An AAP member who disregards or fails to apply the hearing procedures or other provisions

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set forth in the Association Bylaws, Association Regulations, USATF Rules, USATF Bylaws, and/or USATF Regulations.

3. Grievances: A grievance may involve any matter, other than sexual misconduct and doping offenses, within the cognizance of USATF that occurs in the jurisdiction of this Association:
  - a. Grievance Complaints: A Grievance Complaint shall state the following:
    - i. Detrimental conduct: Conduct detrimental to the best interests of Athletics, USATF, USATF Ohio Association has taken place; or
    - ii. USATF violations: A violation of any of USATF's Bylaws or Operating Regulations and/or of a violation of any of USATF Ohio Association Bylaws or Operating Regulations has occurred.
    - iii. Parties: Grievance Complaints may be filed only by and against individuals or entities which were, at the time that the conduct complained of occurred, and at the time the Complaint is filed, members, directors, or officers of USATF or otherwise subject to the jurisdiction of USATF Ohio Association. A non-member, former director, or former officer of USATF Ohio Association shall be subject to the jurisdiction of USATF Ohio Association for the purpose of defending against a Grievance Complaint for an incident that occurred while he or she was a member, a director, or officer of USATF Ohio Association or otherwise subject to the jurisdiction of USATF Ohio Association. A Grievance Complaint may only be filed by a person or entity affected by the issues raised in the complaint; and
    - iv. Time limit: Grievance Complaints must be filed within one (1) year from the time the complaining party knew or should have known of the act giving rise to the Complaint.

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4. Disciplinary matters: USATF Ohio Association shall have the authority to discipline any member who, by neglect or by conduct, acts in a manner subject to discipline pursuant to Regulation 9 below.
  - a. Activities subject to discipline: USATF Ohio Association may discipline any member who, by neglect or by conduct:
  - b. Detrimental conduct: Acts in a manner detrimental to the purposes of USATF, USATF Ohio Association, or Athletics.
  - c. USATF, WA, and Sports Act violations: Violates any of the Bylaws, Operating Regulations, or Competition Rules of USATF or the WA, or violates the Sports Act.
  - d. Eligibility violations: Violates the rules of eligibility for Athletics.
  - e. Time limit: Disciplinary proceedings must be requested within one (1) year from the time the complaining party knew or should have known of the issue giving rise to the request for a disciplinary hearing.
5. Rights of the persons or entities: In all matters subject to this Regulation, all parties shall be provided with fair notice and an opportunity for a hearing prior to the adjudication or imposition of any penalty by the Association or AAP. All parties:
  - a. Representation: May be represented in any disciplinary, grievance, or Association proceeding by a person(s) who may (but need not) be an attorney.
  - b. Right to appeal: May appeal any adverse decision in accordance with this Regulation.
  - c. Attendance at hearing: May be present at any hearing; and
  - d. Presenting and challenging evidence: Shall have the right to present evidence and witness testimony and to cross-examine witnesses testifying against him, her or it.
6. Initiation of proceedings: Formal grievances shall be initiated as follows:

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- a. Grievance complaint filing procedures:
  - i. Filing location: Complaints shall be filed with the Association President and Secretary. The Secretary shall forward a copy of the Complaint to each party charged in the Complaint.
  - ii. Language: All documents filed and exchanged with respect to this Regulation shall be in English; provided, however, that an original document that is in a foreign language must be submitted along with an English translation. The party submitting the document shall bear the cost of obtaining its translation which shall be conducted by a reputable translator or translation service. In the event of a challenge to the accuracy of a translated document, the panel chairperson may direct USATF to order a translation of the document(s) in question and may allocate the cost of the translation to any party or all parties, as the panel deems appropriate.
  - iii. Basis for the Complaint: The Complaint shall allege clearly the nature of the dispute and, where appropriate, state the specific violation of the Bylaws, Operating Procedures, Competition Rules, or Policies of USATF, USATF Ohio Association, or the WA.
  - iv. Facts of allegation: Factual allegations shall be separately stated in concise language with one allegation set forth in each numbered paragraph of the Complaint.
  - v. Signature: The Complaint shall be signed by the person filing the Complaint,
  - vi. Filing fees: A filing fee of One Hundred U.S. Dollars (US\$100) must accompany an organization's complaint and a filing fee of Seventyfive U.S. Dollars (US\$75) must be paid by individuals filing a Complaint. The filing fee must be in the form of a certified check or money order made payable to the Association.
  - vii. Failure to comply with Complaint procedures: Complaints that fail to comply with the procedures outlined in this Regulation shall be returned to the filer with instructions explaining the deficiency. A

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- returned Complaint may be re-filed within thirty (30) days of the initial filing. After thirty (30) days, the Complaint will be deemed abandoned.
- viii. Informal resolution of grievances: Upon receipt of a Grievance Complaint, the President or his/her designee shall make every effort to resolve the dispute through informal means. In disputes pertaining to a specific sport discipline, the President or his/her shall also confer with the chairperson of the sport committee for the discipline involved. All discussions related to the informal resolution of a complaint shall be confidential.
  - ix. Formal resolution: If the informal resolution of the complaint is unsatisfactory to any party, or if a party declines to pursue informal resolution, the party may request that the complaint be resolved by a formal hearing before an AAP panel.
  - x. Hearing panel: When one party has indicated that the matter cannot be resolved informally, the President or his/her designee shall coordinate the selection of a three-person arbitration panel as detailed in Paragraph B of this regulation. The arbitration panel should include at least one Active Athlete. One panel member will be selected as Chairperson with responsibilities to control and conduct the process. The arbitrators shall not be members of the Association Board or Executive Committee.
7. Notice of proceedings: Within thirty (30) days of the commencement of a formal grievance all interested parties and the hearing panel shall be sent the following by the Association Secretary:
- a. Documents: A copy of the complaint or other documents giving rise to the proceeding, with any attachments.
  - b. AAP Members and Contact: The names of the hearing panel members and the address and telephone number of the panel's chairperson.
  - c. Association Bylaws: A copy of the text of this Regulation of the USATF Ohio Association

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Bylaws and any other relevant USATF Rule or Regulation; and

- d. Other relevant documents: A copy of any specifically identified document(s) related to the dispute.
8. Answer: The person(s) or entity(ies) named in a Complaint (respondent(s)) must submit a written answer to the Association Secretary within thirty (30) days after receipt of the letter notifying respondents that a proceeding has been filed ("Notice of Proceeding"). A copy of the Answer shall be forwarded by the Secretary to the complainant (the party filing the Complaint) and the AAP panel. The failure of respondent(s) to answer within thirty (30) days after the receipt of the Notice of Proceedings will be deemed a waiver by respondent of the opportunity to have a hearing or have an appeal of any adverse decision. Upon such failure, and after confirmation of the receipt of the Notice of Proceeding by all parties, the hearing panel may proceed in the absence of the respondent and may decide the matter with or without a hearing and with or without taking testimony and evidence, as it deems appropriate. If a party raises a hearing panel challenge under Regulation 9, the panel chair may extend the time to answer.
9. Challenge to arbitrator(s): Within fourteen (14) days following the receipt of the Notice of Proceedings any party to the hearing may challenge the seating of any AAP panel member, on the ground that the panel member may not be impartial. The panel chairperson may extend the time to answer if a panel member is challenged. Failure to bring a timely challenge against the seating of an AAP arbitrator constitutes a waiver of such challenge.
10. Hearing procedures: The following procedures apply to formal grievance, and other hearings:
  - a. Provide testimony.
  - b. AAP decisions and opinions: The following shall pertain to AAP final decisions and opinions rendered in Pre-hearing conference call: Within five (5) business days of the expiration of the arbitrator challenge the AAP panel chairperson shall conduct a pre-hearing conference by telephone conference call with all parties to discuss scheduling and procedural matters.

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- c. Date of Hearing: Best efforts should be used to set a convenient time and date for all participants. The AAP hearing panel shall schedule the hearing to take place within thirty  
  
(30) days of the initial pre-hearing conference. The hearing date may be delayed beyond the thirty (30) day period only upon a showing to the AAP panel that a substantial injustice would otherwise occur.
- d. Location for hearing: Hearings shall be held in-person, unless good cause is shown to the AAP chairperson that holding the hearing by telephone conference call is in the best interest of the sport of Athletics.
- e. Reason for request for telephone conference call hearing: If a party requests that the hearing be held by telephone conference call, such request shall be accompanied by a statement identifying the material reasons which the hearing panel should resolve in this venue.
- f. Deadline for request: The telephone conference call hearing request must be submitted to the AAP chairperson within ten (10) business days of receipt of the Notice of Proceedings. Failure to submit a telephone conference call hearing request during the above-described timeframe constitutes a waiver of the right to request a telephone conference call hearing.
- g. Delays: If an interested party causes an unnecessary delay, the AAP panel may dismiss the proceeding or, at its discretion, rule against the party causing the delay. If the delay is the result of AAP panel inaction, the President or his/her designee may dismiss the panel and replace it with a new panel. If a party to the proceeding fails to appear at the hearing, then the AAP panel may make a ruling based on available information and the testimony of those present at the hearing.
- h. Evidentiary rules: The rules of evidence generally accepted in administrative proceedings shall be applicable to the hearing; the formal rules of evidence shall not apply.
- i. Burden of proof: The burden of proof is upon the complainant to prove by a preponderance of the evidence that conduct described in Regulation 9-C-1 or 9- D-1 above has occurred.

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- j. Hearing record: An official transcript or recording is highly recommended for hearings conducted by an Association. Any party to the proceedings may retain a court reporter or other competent individual to provide a transcript or recording of the hearing at that party's own expense. If made, such transcripts or recordings shall become the official record of the proceedings and a copy shall be provided to all parties at their own expense; and
  - k. Closed hearing: Hearings shall be closed to the public. Witnesses shall attend hearings only as necessary to pr hearings and appellate proceedings:
11. Scope of decision: All AAP panel decisions shall be consistent with USATF, USATF Ohio Association, and WA Rules and Regulations, and the Sports Act. If the implementation of any AAP panel decision and opinion would have a significant budgetary impact on USATF Ohio Association the Budget Committee chair and/or the USATF Ohio Association Treasurer shall review it and report their findings to the Board within thirty (30) days of the issuance of the opinion. In such instances, the decision and opinion shall not become final and binding unless and until approved by the Board. The Board shall determine to what extent any AAP decision and opinion having a significant budgetary impact on USATF Ohio Association may be implemented, in light of fiscal considerations, and may remand the matter back to the AAP panel for modification based upon budgetary directives from the Board.
- a. Form of decision and opinion: The AAP decision shall state in one or two brief sentences which party the AAP arbitrators have ruled in favor of. The opinion of the AAP panel shall set forth the following:
  - b. Issue: The question(s) the AAP panel was asked to decide.
  - c. Arguments: A brief summary of the arguments made by each party.
  - d. Findings of fact: The findings of fact upon which the panel based its decision.
  - e. Citations: A citation to the applicable WA, USATF, USATF Ohio Association Sports Act, or other applicable rule, bylaw or minutes, reports, guidelines, or other documents upon which the AAP panel decision is based, if any; and

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- f. Stay provision: Whether the effect of the decision shall be stayed in the event of an appeal, if appropriate.
- g. Time frame: An AAP panel shall issue a decision with respect to the disciplinary, formal grievance, or other proceedings within fifteen (15) days after the conclusion of the hearing. The panel shall render a written opinion no later than thirty (30) days after the conclusion of the hearing, or after the submission of any post-hearing documentation to the panel.
- h. Effect of decision: All AAP panel decisions shall be effective upon the date rendered, unless otherwise stated in the decision.
- i. Appeals: The decision of the arbitrators may be appealed pursuant to USATF Regulation

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## ARTICLE 16: SANCTIONS

The general sanction provisions of USATF, which affect local Associations, appear in this Article. Additional regulations appear in USATF Operating Regulation 14.

1. Definition: The definition of “international competition” shall apply to this article and the corresponding USATF Operating Regulation 14. International competition means an athletics competition between one or more athletes representing the United States, individually or as a team, and one or more athletes representing a foreign country (i.e., competitions between national teams).
2. Domestic Sanction: USATF or its Associations shall have authority to grant sanctions to sports organizations or persons otherwise wishing to hold athletic competitions in athletics, which are not international in nature, within the United States.
3. Sanctioning policy: Unless USATF or an Association determines by clear and convincing evidence that holding or sponsoring an athletics competition (international or domestic) would be detrimental to the best interests of the sport, USATF or the appropriate Association of USATF shall promptly grant a sanction requested by a sports organization or person (s), provided all the requirements of USATF Operating Regulation 14 have been satisfied. The decision as to whether a proposed competition would be detrimental to the best interests of the sport shall be unreasonably denied. The decision to deny a sanction may be appealed:
  - a. In the case of a denial by an Association, to USATF, or
  - b. In the case of a denial by USATF, to the NABR.
4. Sanction requirements: Sanctions are issued, withheld, or withdrawn in accordance with the requirements and provisions of USATF Operating Regulation 14.

## ARTICLE 17: FISCAL AND LEGAL MATTERS

- A. Fiscal Year: The fiscal year of this Association is January 1st to December 31st.

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- B. Depositories: The Executive Committee of the Board of Directors shall, as necessary, designate depositories for the funds and assets of this Association.
- C. Withdraws: Funds on deposit in the Association's accounts can be withdrawn only by upon the signature of the Treasurer, Secretary, or President or upon signature as approved by the Executive Committee of the Board of Directors
- D. Interest Accounts: The Association may establish separate accounts employing the impress system for the liquidation of obligations requiring prompt payment and for payroll obligations requiring prompt payment and it may authorize checks to be drawn thereon upon the facsimile of anyone (1) officer or employee.
- E. Bonding: Corporate fidelity bonds may be obtained at the expense of this Association in a form and amount approved by the Board, indemnifying USATF and its Association against losses resulting from infidelity defalcation or misappropriation by officers, employees or agents of funds, property, or assets owned by or under the control of this Association.
- F. Indemnification: This Association may immediately indemnify any person who was or is party or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, administrative, or investigative, by reason of the fact that he or she is or was a director, officer, employee or official representative of this Association against expenses, including attorney's fees, judgments, fines and amounts actually and reasonably incurred by him or her in connection with such action, suit, or proceeding, if he or she acts in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interest of USATF and this Association, and, with respect to any criminal action or proceedings, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to be the best interests of USATF and this Association.
- G. Standards of conduct: This Association shall make any indemnification under this article only as authorized in the specific case upon a determination that the officer, director, employee, or official representative has met the applicable standard of conduct set forth herein. The Board shall make such determination by a majority

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vote of a quorum consisting of members of the Board who were not parties to such action, suit, or proceeding. If such a quorum is not obtainable, such determination shall be made either (1) by a majority vote of the full Board pursuant to opinion of independent legal counsel or (2) by the members of this Association at the next meeting.

- H. Expenses: Expenses, including attorney's fees, incurred in defending a civil action, suit or proceeding may be paid by this Association in advance of the final disposition of such action, suit, or proceeding as authorized in the manner provided above upon receipt of an undertaking by or on behalf of the director, officer, employee or official representative to repay such amount unless it shall be ultimately determined that he or she is entitled to be indemnified by this Association; and

- 1. Applicability: the indemnification provided by this section shall not be deemed exclusive of any other rights to which the director, officer, employee or official representative may be entitled under bylaw, agreement, vote of the membership or disinterested directors or otherwise. The indemnification provided by this section shall continue as to a person who has ceased to be a director, officer, employee, or official representative and shall insure to the benefit to the heirs, executor, and administrators of such a person.

- I. Liability insurance: This Association shall secure comprehensive liability insurance coverage, including insurance for athlete/participant injury liability.

- J. Audit schedule: The Board, effective at the beginning of each fiscal year, may select a Certified Public Accountant to audit the books and financial records of this Association for the ensuing year. After completing the audit, the auditor shall submit his or her report to the Board, and as soon thereafter as reasonably possible, a copy of such audit report shall be available for each member of this Association and sent to the USATF National Office before the next annual meeting.

- K. Legal counsel:

- 1. Counsel to the Board: The President with the approval of the Board shall appoint the Counsel to this Association. The Counsel to the Board shall be responsible for overseeing the legal affairs of this Association and shall be available to advise and consult with the officers, the Executive Director, and other agents of this Association, render legal advice and assistance, and

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perform such other duties as the President or the Board may request. The Counsel to the Board shall have the right to the floor of any meeting of the Association, its Board and its committees to comment on legal matters. The files, records and documents created by the Counsel to the Board during the course of duties for the Association shall belong to the Association; and

2. Special Legal Counsel: On those occasions when the nature or scope of a particular matter requires expertise or a commitment of time, or cannot otherwise be adequately dealt with in the ordinary course by the General Counsel, and it appears to be in the best interests of this Association, the Board may authorize the President, in consultation with the Counsel to the Board and Executive Director, to retain Special Legal Counsel. Where prior authorization by the Board is impractical, the President, in consultation with the Counsel to the Board, may in the best interests of USATF and this Association retain such Special Legal Counsel. All agreements with Special Legal Counsel as to legal services to be rendered and the fees and compensation to be paid shall be in writing and executed in accordance with this paragraph.
- L. Contracts: Contracts not in the ordinary course of affairs of this Association, shall be examined and approved for form by the Counsel to the Board or by the Special Legal Counsel of the Association, prior to execution. The contents of all contracts affecting sport committees shall, during their negotiation phase, be communicated to the appropriate committee(s). Unless otherwise directed by the Board, all written contracts shall be executed on behalf of this Association by (1) the President (or another officer designated by the President) and (2) the Executive Director, and, if required, attested to by the Secretary.
  - M. Arbitration: This Association agrees to submit in binding arbitration conducted in accordance with the commercial rules of the American Arbitration Association, in any controversy involving its recognition as a national governing body, as provided for in Paragraph 395, Subchapter II, Chapter 17, of Title 36 (page 93) of the United States Code, or in any controversy involving the opportunity of any athlete, coach, trainer, manager, administrator, or official to participate in Athletics competition, as provided for in the constitution and bylaws of the USOC.
  - N. Conflict of interest: Any individual representing this Association, or who has a financial arrangement with USATF or this Association, or who is an employee of

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this Association or of its Associations, or who is a member of any of its committees, shall not participate in the evaluation or approval of a contract with a supplier to furnish goods or provide services to USATF or this Association, if that individual directly or indirectly benefits financially, or otherwise receives any form of compensation from, or has any interest in, any supplier under consideration. The Board may require that such individuals disclose all financial interests that may influence the performance of their duties for USATF or this Association. Each individual referred to in the first sentence of this paragraph shall, upon learning that this Association is proposing to enter into an arrangement in which he or she has financial interest, promptly notify the Executive Director in writing of the existence of such interest, and the Executive Director shall, in turn, promptly disclose such interest to those bodies of USATF involved in considering entry into the arrangement. In the event of a violation of this provision, the Association shall have the right to recover such benefit or payment and to void the contract or transaction.

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## **ARTICLE 18: DISSOLUTION**

Upon the dissolution of the corporation, the Board shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such a manner, or to such organization or organizations, organized exclusively or charitable, educational, religious or scientific purposes as shall at the time qualify as exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board shall determine.

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## **ARTICLE 19: SAVING CLAUSE**

Failure of literal or complete compliance with provision of the Bylaws 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 the members at any meeting.

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## ARTICLE 20 AMENDMENTS

- A. General provisions: Amendments shall be considered by this Association as follows:
  - 1. Voting for Bylaw approval: Amendments to the Bylaws shall require the passage of a two-third vote of those members present and voting at the meeting, provided notice of the proposed amendments has been submitted in writing to the members of the Association at least thirty (30) days prior to the meeting; and
  - 2. Voting for other regulations approval: Amendments to the other regulations 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 Association at least thirty (30) days prior to the meeting.
- B. Exceptions: Notwithstanding paragraph A above, amendments may be considered at any meeting of the Association in any of the following circumstances:
  - 1. Tabled amendments: Tabled amendments may be acted upon at any subsequent meeting without redistribution of the proposal.
  - 2. Conformity with the law: To make the Bylaws or other regulations conform with federal or local law or regulation.
  - 3. Conformity with USATF: To make the Bylaws or other regulations conform with USATF requirements; and
  - 4. Uniformity: To make the Bylaws and other regulations form with each other.
  - 5. Such items need not meet the time requirements of subparagraphs A-3 above and D-1 below.
- C. Emergency circumstances: In emergency circumstances, this Association or its Board may adopt changes as follows:
  - 1. Vote of membership: Upon a ninety (90%) vote at any meeting of this Association; and

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2. Vote of the Board: Where immediate relief is deemed necessary, the Bylaws and other regulations may be amended upon vote of ninety percent (90%) of the total membership of the entire Board, such amendments to be effective only until the next meeting of the Association.
- D. Submissions: The following provisions shall govern submissions of amending legislation:
1. Time of submission: Amendments shall be submitted at least sixty (60) 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 Association. This sixty (60) day requirement may be waived, in emergency circumstances, upon a ninety percent (90%) vote at any meeting of this Association.
  2. Submitters: Amendments may be submitted only by a member of this Association.
  3. Person receiving submissions: Amendments to the Bylaws and other regulations shall be submitted to the chair of the Law & Legislation/Rules 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 or shaded, and all proposed deleted language in double parentheses. A brief statement of the rationale for the submission shall accompany each submission. If there is a budgetary impact, it shall be estimated with the submission or, lacking such estimation, shall be provided by the Treasurer and/or the chair of the Budget Subcommittee of the Board; and
  5. Approval of submission: All proposed amendments must first be recommended for approval at the time of submission by someone other than the submitter who shall be another member of the Association.
- E. Effective Date: Unless otherwise specified at the time of adoption, amendments to the Bylaws and other regulations shall be effective immediately.

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## REGULATION 1: MEMBERSHIP

The regulations concerning membership are covered in USATF Regulation 1.

- A. Association responsibilities: This Association shall have specific responsibilities in the collection of dues and fees from its members:
  - 1. Collection of dues by Associations: On or before the 15th day of the month following collection, a transmittal report and USATF's national share of annual dues for each sports organization and individual member shall be submitted to the National Office. The National Office shall submit approved benefits to each member; and
  - 2. Other claims: With regard to monies collected by Association members under the paragraph above, unless prior written approval of the National Office is granted, there shall be no offsets, credits or other deductions taken by such members on claims or credits due or claimed to be due to it. Such claims are to be established by the internal grievance process available under the Bylaws and these Regulations; and
- B. National Office reports: The National Office shall prepare and make available to each Association membership chair or registrar upon request, quarterly reports which shall list for each Association the number of clubs and individual members. Athlete members shall be categorized by age, sport(s) and affiliation (club or unattached).
- C. Disclosure: Coaches and others who work with youth athletes may be subject to a compulsory disclosure program approved by the Board.
- D. Classes of Membership:
  - 1. Individual Membership: Individuals may apply for membership in USATF through an Association or the USATF website – [www.usatf.org](http://www.usatf.org). Except in circumstances permitted pursuant to Regulation 7-C-3-c, a member may only belong to a single Association as an athlete at any one time. Otherwise, a member may belong to more than one Association, provided the member is registered as an athlete in no more than one of the Associations. A member belonging to multiple Associations must pay a full membership fee to each of the Associations. Coaches and others who work with youth athletes may be subject to a compulsory disclosure program approved by the Board.

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2. Club Membership: Open to any bona-fide amateur sports organization with the geographic area of the Association, which regularly arranges programs or competitions, or sponsors athletes in the sport of athletics. Membership may be as an Association or National Club, according to the current National USATF Bylaws.
  3. Honorary Membership: Open to any individual who, for exemplary service to the sport of athletics, has been voted into membership by the Board of Directors. This class of membership is without dues obligation. Application of merit must be made to the Membership and Registration Committee for recommendation to the board of Directors for approval. This member is entitled to all the rights and privileges of individual membership with any membership fees to be paid by the Association.
  4. Sustaining Membership: Open to any individual or organization that because of their support of the sport of athletics seeks membership in the Ohio USATF. This class of membership is without voting rights. Applications of merit must be made to the Membership and Registration Committee for recommendation to the Board of Directors for approval.
  5. Ohio Association Patron: Open to any individual who, because of their support of Track and Field, seeks affiliation with the Ohio Association of USATF. The class of Patron is without voting rights, however it does entitle the patron to all Ohio Association publications, including newsletters, meet schedules, directory of officers and chairpersons; as well as; attendance at our semi-annual meetings. Patron application must be submitted on the form provided and accompanied by a \$10.00 fee sent to the membership chair of the Ohio Association USATF.
- E. All applications for membership shall be submitted on the forms provided and are subject to approval by the Association. Such dues for fees as established by the Association must accompany these forms. Additionally, applications for initial club membership must be accompanied by a copy of the organization's articles, charter, constitution or other organic documents, together with evidence that the organization meets the requirements of Section V.A.2.

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## REGULATION 2: CERTIFICATION OF ATHLETE ELIGIBILITY A.

General:

1. Domestic competition: To compete in a national, regional, or Association championship, an athlete must be a USATF member. In other events conducted by an Association, the Association may require USATF membership; and
  2. International eligibility: To compete in international events, an athlete must be eligible pursuant to WA rules
- B. Membership: All athletes competing in events conducted by USATF shall be members of USATF unless provided for otherwise in the Bylaws and Operating Regulations and shall meet the requirements of USATF Regulation 7 and applicable WA rules in Exhibit M of USATF Regulations to be certified as WA eligible.
- C. Certification: In lieu of membership, an Association membership committee shall accept from a coach or designated official of a recognized educational institution or branch of the Armed Forces certification that the athletes are eligible to compete for the institution or branch under the rules of USATF and the WA. This certification shall remain in effect for the full season of the educational institution or branch of the Armed Forces.
1. Attached athlete: In order for an athlete to compete as a representative of a national club or of a local club, educational institution or other organization, that organization must be a member in good standing of USATF.
  2. National clubs: Athletes belonging to a national club shall be considered members of the Associations in which they reside, unless paragraph B below is applicable. National clubs shall not be eligible to compete for Association team championships, but athletes belonging to national clubs may compete in their Associations' championships and shall be scored as though they are unattached athletes; or
  3. Local clubs, educational institutions and other organizations: An athlete who is not a member of a national club (or is only by reason of subparagraph C-3-c below) may compete as a representative of any local club, educational institution, or other organization that is a member of the athlete's

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Association. Any such athlete shall score for the athlete's team in any championship or other competition.

4. Unattached athletes: An unattached competitor is an athlete member who represents no club, educational institution or other organization. An unattached athlete may compete in the Association in which the athlete is a member. An unattached athlete shall be identified at athletics events with the Association or place of residence in which is a member, and not with a club. Examples of this would be "John Doe, Unattached (Mid-Atlantic), and "John Doe, Unattached (Philadelphia, PA):"
- D. Notification of change: An athlete member who wishes to change representation shall notify the local registrar prior to the effective date of the change; and
1. Fees for change: A fee, if any, to be determined by the Association membership committee and/or Association sport committee, must accompany all applications for changes of representation.
- E. Residency exceptions: This Association may permit an athlete who is a bona-fide resident to be a member of another Association by agreement of the two Associations. Agreement may concern individual athletes or all athletes who reside in a certain area. An athlete who is unable to obtain an agreement of the two Associations may appear to the NABR, which shall conduct a hearing by conference call and make a determination on the basis of what is in the best interests of the sport and of the athlete.
- F. Transfers:
1. Between Associations: In order to transfer membership from one Association to another, an athlete shall present a document from the previous Association indicating the last date of competition in an attached status and that the athlete is in good standing in that Association.
  2. Between clubs/organizations: To transfer representation from one club/organization to another, an athlete must serve ninety- (90) days in "unattached" status from the date of the last competition in which the athlete represented a club/organization, regardless of residency, unless the athlete falls within one of the exceptions herein. National clubs are also subject to Regulation 8-C (page 110); and

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3. Exceptions:
  - a. Student: An athlete who is a member of a club or organization who wishes to compete as an under graduate student for a college or university (two or four year institution) shall be automatically released without notice by the club or organization upon commencement of the collegiate season to complete for that college or university in open competition (so long as the collegiate team is a member of USATF) and shall similarly be automatically released without notice by such school immediately upon termination of such season to represent the club or organization of the athlete's choice. Verification of collegiate track & field season commencement and termination dates must be provided by the athlete upon request of either the local committee or Association membership committee involved.
  - b. Armed Forces: An athlete member on active duty in the Armed Forces of the United States may, upon receiving permission from the local membership committee, represent in open competition the military organization or the Athletics club to which the athlete belongs, or both. Any points scored by such athlete shall count for the Athletics club, except where a point trophy is advertised to be contested for by a military organization.
  - c. Race walker: An athlete may compete as a member representative of a club or organization in race walking and for another club or organization in another Athletics discipline, provided the two clubs or organizations involved do not both participate in race walking. For example, an athlete may race walk for one club that has no running program, and run for another club that has no walking program: and
  - d. Waiver: The local or national membership committee may waive the ninety(90) days unattached period required in subparagraph C-2 above if it determines that the change in organization was caused by events outside the control of the athlete involved and is in the best interests of athletics or the athlete.

## REGULATION 3: CHAMPIONSHIPS

- A. General: The national championships of USATF shall be conducted in senior, junior, youth including Junior Olympics) and masters classes.

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NOTE: Rules governing age groups, eligibility, entries, protests and competition are contained within the Rules of Competition.

- B. Awarding of a Championship: Championships of this Association may be conducted by the sport committee concerned or may be awarded to a hosting organization according to a contractual agreement. Similarly, Regional and National Championships will be bid for, by the Association, on behalf of the sport committee concerned or the hosting organization and then awarded to the hosting organization according to a contractual agreement.
- C. Bids to host any Championship (Association, Regional or National) or Grand Prix event must be submitted to the Secretary 15 days prior to the summer meeting of the Association. The bid should be in letter form, stating the date, time, type of competition, hosting organization, sponsoring organizations, if any, along with the special attributes or conditions that would make this event attractive. The Secretary will turn a copy of the letter over to the appropriate Committee Chairperson.
- D. A presentation by or on behalf of each applicant may be made at the meeting of the Sports Discipline Committee. Upon approval of that committee, the championship events(s) shall be awarded.
- E. When the championship contract provides for profit sharing or minimum guarantees, an itemized budget, showing the division, shall be approved as part of the championship award.
- F. Upon the awarding of the championship, the hosting organization assumes all financial and operating responsibilities required by the contractual agreements.
- G. The award of a championship may be canceled only by the Executive Committee of the Board of Directors for due cause and with reasonable notice. The award of the championship may then be made to another organization.
- G. Revenues: The Association shall receive from Association, Regional, or National Championships only those funds designated in the championship contract.
- H. Events: The following activities, listed with the sport development area responsible for the conduction of the event, may be bid on as Association Championships. Association records will be kept for these events.

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1. Youth:
  - a. Junior Olympic Cross-Country Championships
  - b. Junior Olympic Track & Field Championships
  - c. Junior Olympic Multi Events Championships
  - d. Junior Olympic Road Race Championships
  - e. Junior Olympic Race Walk Championships (track: usually held in conjunction with T & F, Road: 5K)
2. Open Men & Women:
3. Cross Country – short course (5 – 8K)
4. Cross Country – long course (10 – 20K)
5. Men’s and Women’s Track and Field Championships
6. Multi Events (Women: Pentathlon & Heptathlon and Men: Pentathlon, Decathlon & Weight Pentathlon)
7. Race Walk: (Track: 5 & 10K, Road: 5, 10, 15, 20, & 50K)
8. Road Racing: (5 or 8K or 5)
9. Masters Men & Women: Same as Open Men & Women)
- I. Team Scoring: Whenever possible, team scoring will be included. Teams for Road Racing and Cross Country will require three individuals for scoring (except youth cross-country which shall require five). In fields where the competition is closed

## **REGULATION 4: RECORDS**

- A. Submission:
  1. Form: All applications for records shall be submitted on an official record application form and shall contain all pertinent information requested on the form.

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2. Responsibility: It shall be the responsibility of the host Association sport committee, or of the member club or affiliate organization sponsoring or conducting the competition, to apply for the record on the form which shall be properly completed and forwarded to the National Office without delay.
  3. Processing: Upon receiving a record application form and any accompanying documentation, the Nation Office shall forward it to the individual designated by the appropriate Sport Committee. That individual shall review the form, gather any needed additional information and make a recommendation regarding the application to the Records Committee which shall, in turn, make its recommendation to the appropriate sport committee.
  4. Ratification: Each sport committee shall have the responsibility of ratifying records in its events; and
  5. Report to USATF: At the second general session of the annual meeting, the Records Committee shall report the actions of all sport committees regarding records.
- B. Certificates: Every holder of an American record or of an all-comers record, as the case may be, shall receive a certificate to that effect signed by the President and chair of the Records Committee.

### **REGULATION 5: CERTIFICATION OF ROAD COURSES**

The regulation concerning the certification of Road Courses is covered in USATF Regulation 6.

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## REGULATION 6: REVENUES

The Association shall set fees sufficient to cover the administrative costs of this Association and its fiscal responsibilities to the National Organization. A. Membership Fees:

1. Individual: The individual membership fee shall not be more than the maximum allowed by the National Organization. The Executive Committee of the Association shall determine the exact amount.
2. Club: The Association Club fee shall not be more than the maximum allowed by the National Organization. The Executive Committee of the Association shall determine the exact amount.
3. The National Club fee shall be the same as that established by the National Organization.
4. Officials:
  - a. For the first year of each Olympiad that an individual registers he or she will pay an initial fee. This fee shall include the Olympiad and the Association registration fee along with officiating insurance, officials pin work and ID cards and rulebook.
  - b. For each remaining year of the Olympiad, an annual renewal fee shall be paid which will also include Association Registration and officiating insurance along with a rulebook.
  - c. The Executive Committee shall determine the initial fee and renewal fee annually.
5. Other Memberships: The Executive Committee, if any, for any other class of memberships shall set membership fees. In all classes the membership fee shall include a subscription to the Association newsletter along with any benefits provided by the National Organization. B. Sanction Fees:

1. Member Organizations Entrants:

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- o 1 thru 100                   \$ 15.00
- o 101 thru 500               \$ 25.00
  
- o 501 thru 1000             \$ 50.00
- o 1001 thru 3000           \$ 125.00
- o 3001 thru 6000           \$ 300.00
- o 6001 thru 15000         \$ 750.00
- o 15001 plus               \$1500.00
- o Non-member organizations: A \$50.00 fee is added o USATF

Championship: Ohio Association will pay the sanction fee. c. Stipends for Services

Rendered:

1. Membership Chair: The membership chair shall at the conclusion of each fiscal year, receive a stipend of one thousand dollars.
2. Junior Olympic Coordinator: The Junior Olympic Coordinator shall at the conclusion of each year, receive a stipend as set by the Executive Committee of the Board of Directors. That stipend shall not exceed five hundred dollars (\$500.00) per fiscal year.
3. Others: The Board of Directors may approve other stipends, payable at the end of the fiscal year, on a year-to-year basis.

## REGULATION 7: CLUBS

A. Definition: Clubs are organizations of athletes and others, which compete in USATF programs as teams or individuals representing the club. There shall be various types of USATF clubs, based on the geographic location of their membership and/or the types of programs and purposes they serve. While clubs may be of only one geographic type, they may have more than one purpose. B. Geographic types:

1. Association clubs shall become members by joining this Association if they are located in our geographic area; and

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2. National clubs are those clubs which meet the requirements of paragraph E below.
- c. Purpose:
1. Competitive: Association or national clubs that primarily prepare athletes for competitive opportunities shall be referred to as competitive clubs.
  2. Affiliated: Association clubs that primarily stage events or provide competitive opportunities to the public shall be referred to as affiliated clubs.
  3. Training: Association clubs which exist to provide non-collegiate athletes training at an educational institution facility shall be referred to as training clubs; and
  4. Elite development clubs: USATF may designate a member club as an Elite Development Club. These clubs may provide coaching, training groups, facilities and/or travel to events.
- d. Club Names: Internal grievance proceedings may be instituted in situations regarding disputes over the naming of clubs. Generally, these proceedings may be instituted when:
1. Duplication: Two (2) clubs choose the same or confusingly similar names (except with the concurrence of both clubs).
  2. National team: A club uses a name that could reasonably be interpreted to refer to a “national team;”
  3. Sponsorship: A club uses a name which causes public confusion with USATF related sponsorship or advertising; or
  4. Trademark: A club uses a trademark or service mark of USATF or the USOC (see Article 19, page 73).
- e. Special:
1. Age limitations: A national club shall be limited to competitions at the senior level.
  2. Vote in Association: Clubs shall be allowed to vote in the activities of the Association in which they are registered.

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3. National club rosters: National clubs must submit a roster of the competitive athlete members of the team.
4. Roster submittal: By November 1st of each year, each national club shall submit to the National Office a roster on forms provided that shall list its athletes (including the club registration fee and the athlete membership fees to be thereafter forwarded to the resident Association).
5. Duplications: If the name of the same athlete appears on two (2) or more rosters, the National Office shall resolve the duplication by contacting the clubs involved and, if there is still a disagreement, the athlete directly.
6. Roster distribution: By December 1st of each year and at other times (with additional and deletions), the National Office shall distribute to all national clubs and meet directors' copies of the national club rosters or amendments thereto.
7. Additional and deletions: Between December 1st and November 1st of the following year, a national club wishing to add an athlete shall submit the name of each athlete to the National Office. The athlete may compete for the club only after the National Office has confirmed that the athlete has satisfied the transfer requirements of Regulation 7-C (page 109). An athlete may also be deleted from a roster and changed to an unattached status; and
8. Former Association club members: National clubs may add athletes who have been members of association clubs after the athlete meets the requirements of Regulation 7-C (page 109); and
9. Requirements: As part of its application, each national club has, for the prior year, and shall, for the future year:
10. Training guidance: Provide to its athletes' technical guidance as to their training
11. Competitive guidance: Provide to its athletes' technical guidance as to their competition scheduling.
12. Logistical support: Provide to its athletes' logistical support, including economic provisions for travel and accommodations when away from home.

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13. Medical support: Advise its athletes, when possible, as to medical services and available health insurance.
  14. Equipment support: Makes adequate provisions for the equipment and training and competition clothing for its athletes.
  15. Educational support: Encourage the continuation of educational pursuits and assist in job placement, to prepare its athletes better for their adjustments to society at large after their years of competition.
  16. Participation: Agree to participate and to have its athletes participate in national and international competition encouraged by the WA and/or USATF; and
  17. Other: Meet such other qualifications and accept such other benefits, as the USATF Board shall approve for national clubs.
- F. Conflicts of interest: No club shall represent a member athlete in any transaction if such a representation is a conflict of interest.

## REGULATION 8: AMENDMENTS

### A. Amendments:

1. These Operating Rules may be amended at any meeting of the General Membership of the Association by a two-thirds (2/3) vote of those delegates present and voting, providing notice of the proposed amendments has been submitted in writing to the delegates at least ten (10) days prior to the meeting.
2. The proposed amendments shall be submitted to the Rules Chairperson at least thirty-(30) days prior to any meeting of the Association.

### B. Future Mandatory Adoption:

1. This Association shall automatically adopt as additions to the Bylaws or Operating Rules, any paragraph adopted by the USATF/USA, which is stated by it to be mandatory on its Associations. Such additions shall be updated to or attached to the appropriate document and be effective from the date of the attachment.

## **OHIO USATF ASSOCIATION BYLAWS AND REGULATIONS**

**Amended: January 20, 2026**

### **REGULATION 9: PROCEDURES RELATING TO DISCIPLINARY PROCEEDINGS AND FORMAL GRIEVANCE MATTERS**

USATF Operating Regulation 11 regarding procedures relating to disciplinary proceedings and form grievance matters governs this Association.

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## **REGULATION 10: REINSTATEMENT**

USATF Operating Regulation 12 regarding procedures relating to reinstatement governs this Association.

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## **REGULATION 11: ATHLETICS SANCTIONS**

USATF Operating Regulation 14 regarding procedures relating to sanctions governs this Association.

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## REVISIONS

- a. Jan 14, 1988, VFP
- b. Reformatted for printing Aug 23, 1988, JJW
- c. Converted to Word Feb 8, 1995, JJW
- d. Converted to USATF language Aug 25, 1995, JJW
- e. Edited for suggested updates Oct 6, 1995, JJW
- f. Edited for draft version Sept 14, 1996, JJW
- g. Edited for final version Feb 8, 1998, JJW
- h. Revised Sept 14, 2003, LM
- i. Revised Sept 12, 2004, KK
- j. Revised Sept 7, 2008, KK
- k. Revised Sept 11, 2011, KK
- l. Revised Sept 8, 2012, KK (revised Article 8, 9, 10)
- m. Revised Sept 8, 2013, KK (revised Article 6 Revenue – membership chair)
- n. Revised Mar 17, 2018, KK (revised Article 8B Nominating Process – from National bylaws 7.6.4a)
- o. Revised Sept 23, 2018, KK (revised Article 7 A & C Fiscal & Legal Matters)
- p. Revised Mar 7, 2021, KK (revised Article 8 G National Delegates)
- q. Revised January 16, 2022, MN
  1. General – Reformatting for Readability, Typos and Grammar and changed IAAF to WA
  2. Article 7 Structure of Meetings (Hybrid & Virtual (On-line))
  3. Article 8 Structure of Voting (In-person, Hybrid & Virtual (On-line))
  4. Article 12 Clarification of Term or Members
- r. Revised January 10, 2023, MN
  1. Article 7.D.7 Meeting Procedures, Quorum
  2. Article 8.F.2 Committee Chairs, Elections
  3. Article 9.C Officers and their Duties. Elections
  4. Article 10.A.1.a Board of Directors, Composition, Voting Members

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Amended: January 20, 2026

- s. Amended January 20, 2026, MN
  - 1. Reformatted for readability, font type and size, numbering of sections, grammar and typos.

The following Amendments were adopted as additions to the Bylaws or Operating Rules which include any paragraph adopted by the USATF/USA, which is stated by it to be mandatory on its Associations.

- 1. Article 2: Definitions
  - Added: “Actively Engaged Athlete”, “Ten Year Athlete”, “Ten Year + Athlete” and “Diversity”. (From National Bylaws – 2, B, 1-3 & 2, I)
- 2. Article 3: Purpose and Duties, C: Management
  - Added: Diversity. (From National Bylaws - 7, G, 4)
- 3. Article 7: Meetings
  - Addition of virtual (on-line) and hybrid meetings. (From National Bylaws – 8, A & B)
- 4. Article 8: Voting
  - Addition of recommended language referencing that elections shall be defined by these Bylaws and comply with Regulation 7 of the USATF Bylaws. (From National Bylaws – 7 and 9, C)
- 5. Article 8: Voting, F: Committee and Council Chair
  - Addition of three step certification requirements for appointed or elected committee and council chairs. (From National Bylaws – 7, G, 8)

\_\_\_\_\_ Date: \_\_\_\_\_

Signature: Patty Mitchell  
President, Ohio Association

\_\_\_\_\_ Date: \_\_\_\_\_

# **OHIO USATF ASSOCIATION BYLAWS AND REGULATIONS**

**Amended: January 20, 2026**

Signature: Terri Tutt

Secretary, Ohio Association