

USA TRACK AND FIELD OF OREGON

POLICIES AND PROCEDURES

A current digital copy of these Policies and Procedures shall be posted on the Association website.

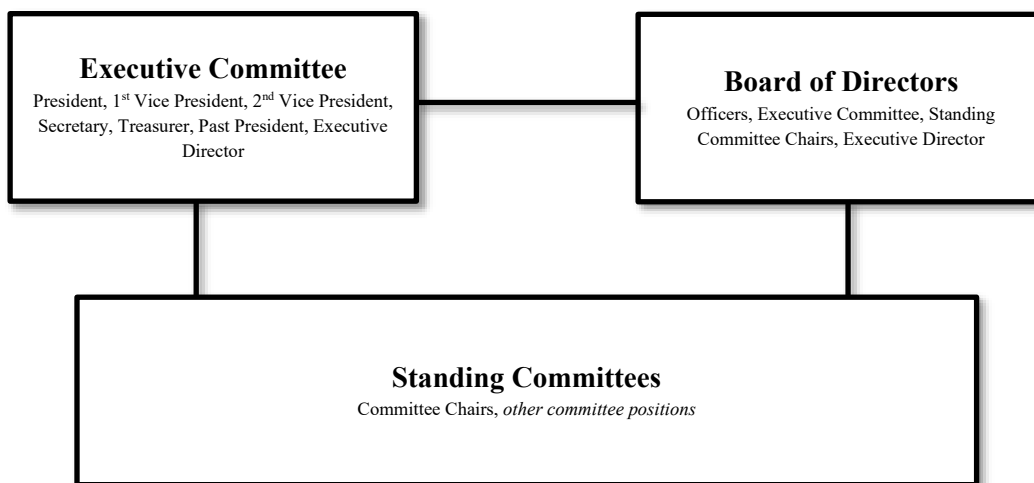
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SECTION 1 - GOVERNANCE

These Policies and Procedures are a guide for the day-to-day operations of the Association. If any of these policies or procedures conflict with an Association bylaw, the bylaw shall take precedence.

SECTION 2 - ORGANIZATION CHART



SECTION 3 - STANDING COMMITTEES

Sport Committees

- Long Distance Running and Mountain, Ultra, Trail
- Masters and Open Athletics
- Para Athletics
- Race Walking
- Youth Athletics

Administrative Committees

- Budget and Audit
- Bylaws and Governance
- Coaching Education
- Communications
- Competition
- Membership and Clubs
- Officials
- Safe Sport

SECTION 4 - DUTIES AND RESPONSIBILITIES

Association Officers and Board Members

- All Officers and Board Members shall be familiar with the Association Bylaws, this Policies and Procedures Manual, and follow the requirements in these documents.
- Officers and Board Members must comply with all Oregon statutes concerning nonprofit corporations and federal laws that relate to the Association and the way in which it conducts its business.
- The Officers and Board Members shall perform the duties and other responsibilities of their office or position as outlined in these Policies and Procedures.

President

- Subject to the direction of the Board, the President shall manage and supervise the affairs of this Association and be responsible for signing and distributing, or causing to be distributed, all expenditures.
- The President shall serve as the chair of the Board of Directors.
- The President, or their designee, shall serve as an ex officio member of all committees.
- The President, or their designee, shall preside at all meetings of this Association.
- The President shall represent the Association in regional and national affairs.

1st Vice President

- The 1st Vice President shall perform any such duties assigned by the President.
- In the event of disability of the President, the 1st Vice President shall also perform the duties of that office until a successor has been elected.

2nd Vice President

- The 2nd Vice President shall perform any such duties assigned by the President.
- The 2nd Vice President shall serve as the chair of the Budget and Audit Committee.
- The 2nd Vice President shall oversee sanctions, including:
 - Processing sanction applications according to the policies established by USATF,
 - Encouraging event directors to sanction races/events, and
 - Assisting event directors with USATF sanctions.

Secretary

- The duties of the Secretary are primarily administrative, focusing on communication, record-keeping, and ensuring the organization runs smoothly and in compliance with its Bylaws and these Policies and Procedures.
- The Secretary shall serve as a member of the Budget and Audit Committee.
- The Secretary shall keep an accurate, up-to-date register of all members.

- The Secretary manages all incoming and outgoing communications, responding to inquiries and disseminating important information to members and external organizations. As the central point of contact for the Association, its members, and external bodies, the Secretary handles inquiries from members, potential members, media, and the general public.
- The Secretary, in conjunction with the President, is responsible for scheduling all committee meetings, board meetings, general meetings, and the annual meeting.
- The Secretary creates and circulates meeting agendas, supporting reports, and financial documents to the relevant members in a timely manner.
- The core duty of the Secretary is to keep an accurate record of the minutes of all meetings, including decisions made and actions taken. The Secretary shall keep all minutes of Association meetings and supply or post a copy promptly thereafter to all members.
- The Secretary is the custodian of all official documents, including the Association's Bylaws and Policies and Procedures. The Secretary collects and organizes Association documents, applications, requests, and other information as assigned by the President. The Secretary must have a strong working knowledge of the Association's rules and regulations, as well as those of the national governing body, thus ensuring the Association operates lawfully and adheres to all relevant policies.
- Distribute due written notification of this Association's meetings to all member organizations, Board Members, and committee members as specified in Articles 6 and 9 of the Bylaws.
- The Secretary shall keep a complete and correct record of all Association equipment, inventory, and physical assets.

Treasurer

- The Treasurer is the chief financial officer of the Association.
- The Treasurer shall serve on the Budget and Audit Committee, as well as any other committee dealing with finances, budget, or audits.
- The Treasurer shall keep, or cause to be kept, a count and complete record of accounts, showing accurately at all times the financial condition of this Association, and in general, shall perform all duties normally pertaining to the office of Treasurer.
- The Treasurer shall have custody of, and be responsible for, all funds, notes, securities, and other valuables which may, from time to time, come into possession of the Association.
- The Treasurer shall deposit, or cause to be deposited, all funds of the Association with such depositories as designated by the Association.
- The Treasurer shall report at all meetings the financial condition and balances of all bank accounts.
- The Treasurer shall file, or cause to be filed, the Association's annual tax return.

Past President

- The Past President shall advise the current President, Officers, the Executive Committee, and the Board of Directors as needed or requested.

Executive Director

- The Executive Director shall conduct the office operations of this Association and provide administrative support to the Officers, Executive Committee, and Board of Directors.
- The Executive Director coordinates the processing of memberships and sanctions.
- The Executive Director undertakes fundraising activities for the events and activities of the Association, including, but not limited to, donations and sponsorships.
- The Executive Director develops community awareness for the Association and promotes the benefits of membership, including, but not limited to, developing and implementing membership marketing campaigns.
- The Executive Director promotes Association events and activities to potential participants, members, sponsors, and media.
- Coordinate with the communications coordinator and/or editor and publisher of the Association magazine/newsletter/email blasts to ensure all current members of the Association receive all Association communications (print and/or electronic).
- The records of the Association, including current membership and financial records, are maintained by the Executive Director.
- The Executive Director operates within a yearly budget previously approved by the Board of Directors.
- Representation of this Association in matters of concern with USATF, including, but not limited to event sanctions, liability insurance, distribution of materials to Association members and member organizations, and reporting of this Association's activities to USATF is another duty of the Executive Director.
- The Executive Directors shall also perform the duties that are necessary and appropriate to fulfill contractual obligations.

Standing Committee Chairs

- The chair of a standing committee plays a crucial role in overseeing the operations and responsibilities of their respective committee within USATF Oregon. The position requires strong leadership, organizational skills, and effective communication to ensure the committee functions smoothly and achieves its objectives.
- The role requires dedication, attention to detail, and a proactive approach to ensure the committee's activities align with the strategic objectives of USATF Oregon. The committee chair plays a pivotal role in fostering a collaborative environment and driving the committee towards achieving its operational and event-related goals.
- Committee chairs are also members of the Board of Directors. As Board Members, they must stand for election every two years as per Article 14 in the Association Bylaws.

- The duties of all committee chairs (standing and ad hoc alike) include:
 - Appoint, as necessary, a vice-chair, secretary, or any other committee members; (e.g., a volunteer coordinator may be helpful with the Youth Committee or Masters Committee).
 - Preside at all meetings of that committee.
 - Ensure that all responsibilities of that committee are properly carried out.
 - Communicate with the committee members to keep them fully informed of the happenings and decisions necessary to carry out the committee's responsibilities.
 - Record and document committee meetings.
 - Committee chairs who are assigned an Association-managed email address are required to monitor that email account regularly.

Sport Committee Chairs

- In addition to the regular duties and responsibilities of standing committees, standing sport committee chairs share in the following additional responsibilities below, as well as sport-specific responsibilities:
 - Conduct and preside over all meetings of the committee.
 - Facilitate discussions and foster collaboration among committee members.
 - Ensure meetings are productive, orderly, and adhere to established protocols.
 - Oversee and ensure that all responsibilities of the committee are properly carried out.
 - Delegate tasks and monitor progress to achieve committee goals.
 - Maintain regular communication with committee members to keep them fully informed of developments, decisions, and actions related to committee responsibilities.
 - Record and document committee meetings, including maintaining accurate records and minutes of committee meetings and keeping the Association leadership informed of all committee actions and recommendations.
 - Keep, or cause to be kept, and promptly send to all committee members and Association leadership minutes of committee meetings.
 - Promote Association championships and activities through local, regional, and national media outlets and through the Association communications channels.
 - Award championship events for its discipline.
 - Establish developmental programs and clinics which will increase participation and quality of the sport within the Association.
 - The right to appoint sub-committees whose members need not be members of the sports committee to manage but not conduct the various championships.
 - The right to reject any entries of competitors (if deemed objectionable) at any championships, or may delegate the right to a sub-committee.

- Serve as one of the mediators in disputes among athletes, coaches, and event directors related to the sport.
- Secure sponsorships.
- Collaborate in setting up or organizing at least two meets annually, encompassing track and field and cross-country events.
- Coordinate with relevant stakeholders to ensure successful planning, execution, and evaluation of Association meets.
- Sports committee chairs should ensure their respective committees keep the Association competition records and statistics for their sport.
- Keep a complete and accurate record of equipment, inventory, and physical assets, if any, of the Committee.
- Submit the committee's updated record to the Association Secretary by January 5 of each year.
- Develop a committee budget that reflects anticipated revenue and expenses related to the committee's activities for the next fiscal year. Submit the committee budget to the Executive Committee and Budget and Audit Committee Chair by December 1 of the prior year.
- Provide committee reports at Association meetings and other, additional reports as requested by Association leadership.

Masters and Open Athletics Committee

- The Masters and Open Athletics Committee serves as the primary liaison and advocate for open division and masters division track and field and cross country athletes within the USATF Oregon Association. This role ensures that programs, competitions, and opportunities for open and masters athletes are effectively organized, communicated, and executed in alignment with the mission of USATF Oregon.
- The age divisions for Open and Masters align with USATF rules:
 - Track and field ages:
 - Open: 16 – 24
 - Masters: 25+
 - Cross Country ages:
 - Open: 16 – 39
 - Masters: 40+
- The committee oversees planning, coordination, and execution of masters and open division competitions and events in cooperation with other committees, as necessary.
- The committee serves as the primary contact for masters and open athletes and clubs regarding competition opportunities, rules, and participation.
- The committee coordinates logistics for masters and open events, including scheduling, communication, and on-site support.

- The committee collaborates with the Youth Committee and other committees to ensure continuity across divisions and smooth event operations.
- The committee represents the masters and open divisions on the Board of Directors, including participating in board meetings and voting on relevant matters.
- The committee supports athlete development by promoting competitive opportunities and fostering positive engagement with USATF programs.

Para Athletics Committee

- The Para Athletics Committee is tasked with advising the Association on athletics for para athletes.
- The committee assists the Competition Committee in staging para athletic meets and para athletic events within traditional track and field meets.
- The committee assists the Officials Committee and Certification Committee in recruiting and training certified para athletic officials.
- The committee assists in educating and training coaches and the athletics community in general in working with para athletes.
- The committee chair serves as a liaison with the USATF National Para Athletics Committee and with local sports organizations which conduct regular programs; to develop and implement programs which foster participation of impaired athletes in Oregon Association events.
- The committee also raises awareness of para athletics in Oregon.

Race Walking Committee

- The Race Walking Committee develops interest and participation throughout the Association in race walking.
- The committee provides for participation by athletes in athletic competition in race walking.
- The committee keeps active athletes in race walking informed of policy matters and competition rules.
- The committee encourages and supports the recruitment and training of race walking officials and judges in coordination with the Officials Committee.
- The committee encourages and supports sports programs in race walking for handicapped individuals.

Youth Athletics Committee

- The Youth Athletics Committee establishes and maintains a positive working relationship with Association youth clubs as they are effectively clients of the Association.
- The committee facilitates communication with youth clubs, coaches, parents and athletes.
- The committee works with the Communications Chair to write and distribute monthly newsletters to communicate information to youth clubs, coaches, parents and athletes.

- The committee keeps informed and communicates to clubs any new rules regarding youth track and field to the youth clubs, coaches, parents and athletes.
- The committee seeks solutions to problems and concerns that arise among Association youth clubs and their members.
- The committee prepares budgets for the respective Junior Olympic Track and Field (JOTF) and Cross Country (JOXC) Championship meets for Board approval.
- The committee procures and directs other Board Members to acquire the necessary materials, equipment, vendors, lodging, food, beverage, staff, etc. within the approved budgets for the JOTF and JOXC Championship meets.
- The committee provides monthly updates to the Board on budget expenditures and revenues related to the JOTF and JOXC Championship meets.
- The committee identifies facilities for the JOTF and JOXC Championship meets and makes facility selection recommendations to the Competition Committee.
- The committee works with the Officials Committee to identify and secure officials for the respective championships.
- The committee keeps informed and communicates to youth clubs about USATF national requirements and the process for registering for championship meets.
- The committee works with the Membership Committee in assisting clubs and athletes in verifying ages and registering athletes for championship meets.
- The committee maintains ongoing communication with the Board regarding the progress of organizing championship meets.
- The chair attends Competition Committee meetings.
- The committee assists the other Region 13 youth chairs in the organization and planning of the Region 13 championships as it rotates around the region.
- The committee elicits, collects, and receives nominations for awards. The committee selects recipients for the youth athlete and youth coach of the year awards. The chair presents said awards at the Annual Meeting.
- The chair presents goals for the coming year and/or other “state of the youth program” report at the Annual Meeting.

Administrative Committee Chairs

- In addition to the regular duties and responsibilities of standing committees, standing administrative committee chairs share in the following additional responsibilities below, as well as committee-specific responsibilities, including:
 - Providing administrative support for the Association Officers, Board of Directors, and committees.
 - Creating a budget for their respective committees for the coming fiscal year.

Budget and Audit Committee

- The Budget and Audit Committee receives budget estimates from each officer, standing committee, and association meet directors and uses those estimates to establish a yearly budget for the entire Association.
- The committee examines the accounts of the Treasurer and, at the first regularly scheduled meeting of each year, provides a financial report to the Association for the preceding fiscal year.
- The committee examines the accounts of the Treasurer at any other time as requested by the Association and reports to the Association. This may require the Treasurer to turn over all monies, accounts, books, papers, vouchers, and records pertaining to the Treasurer's office.
- The committee cooperates with the various committees on matters pertaining to the financial well-being of the Association.
- The committee reports to the Association the initiation or termination of any bank accounts.
- When feasible, the committee shall have audited, with professional assistance, the accounts of the Association and make annual reports to the Board.
- The committee oversees the development of an Association budget for the next fiscal year.

Bylaws and Governance Committee

- The Bylaws and Governance Committee shall be the custodian of the Association Bylaws and other governing documents.
- The committee considers and, as appropriate, presents in the proper form, action for proposed amendments to the Bylaws or other governing documents of the Association.
- The committee may consider topics and bring to the membership, or Board, recommendations concerning amendments to governing documents.
- The committee shall also consider other matters of governance.

Coaching Education Committee

- The Coaching Education Committee shall foster the growth of coaches' education in the local area, using such resources as the national committee can provide.
- The committee shall participate in the staging of any coaching education school held in the geographic area of the Association.
- The committee investigates, stimulates, plans, and promulgates programs on a broad basis to provide for the overall development of training, competitive facilities, equipment and skills, coaching methods, and athletic skills.

Communications Committee

- The Communications Committee oversees, creates, and generates the Association's official communications whether digital, print, or verbal (speeches, presentations, etc.).
- The committee helps ensure consistent messaging across all of the Association's communications channels.
- The committee ensures the Association is complying with Association branding standards set by the national office and event naming standards.
- The committee provides editing assistance, when asked, to Association Officers and committees. This includes proper grammar and punctuation.
- The committee collects key information from the Association Board, Officers, and Committees that needs to be shared with the membership, organizations, and/or the community.
- The committee oversees the official Association email communications being sent to the membership and others, ensuring it is readable, accurate, and timely.
- The committee oversees the Association website to ensure it is up to date and accurate.
- The committee oversees, monitors, and contributes to the Association's social media accounts.
- The committee oversees the Association's communications obligations under agreements with event hosting partners and event sponsors, generates new ideas for new communication channels and content, and monitors communications coming from the national USATF office and other USATF Associations to determine its impact, if any, on the Oregon Association.

Membership and Clubs Committee

- The Membership and Clubs Committee assists Association members, clubs, and organizations with USATF membership issues. This includes assisting clubs with membership enrollment and processing applications for organization and club memberships.
- The committee acts as the point of contact regarding disputes and appeals concerning memberships of individuals, clubs, or organizations and helps to promote membership through social media.
- The committee functions as the liaison between the Association and the USATF national office concerning memberships and member organizations of the Association.

Officials Committee

- The Officials Committee recruits, trains, certifies, and generally supervises officials within the Association under such rules and procedures provided by the USATF National Officials Committee.
- The committee develops and maintains all instructional programs for officials in the Association.

- The committee monitors the overall requirements for the training and certification of officials. The committee also designates pre-certified officials, certified Association officials, and recommends to the National Officials Committee candidates for National and Masters certification. The committee pays, or arranges for payment of, certification fees to the USATF national office.
- The committee is responsible for the administration and oversight of the officials' certification program at the Association level, including managing certification fees, budgets, and related paperwork. Duties include acting as a liaison with the national office, providing guidance and reports on certification programs, processing nominations for national awards, and evaluating officials for major championships.
- The committee helps facilitate officials' certification by overseeing all aspects of the certification process, including completion of the attainment of a complete membership profile, background checks and SafeSport training, successful completion of required testing, and processing upgrades in certification.
- The committee also recognizes officials within its awards program by soliciting nominations for association or national awards from local officials and submitting award recipient recommendations to the USATF National Officials Committee.
- The committee evaluates officials in a timely manner for selection to work major USATF-sponsored meets and writes recommendations for the respective selection committee.
- The committee provides feedback on officials' performance and handles appeals related to penalties for failing to complete evaluations on time.

Safe Sport Committee

- The Safe Sport Committee serves as the primary liaison for the Association to the USATF National Office Safe Sport Administrator for the monitoring and dissemination of Safe Sport information.
- The committee serves as an informational resource guide to USATF's Safe Sport policies for members within the Association and maintains regular communication with the National Office.
- Within the Association, the committee also monitors Safe Sport training and education as well as member, club, and organization 3-step Safe Sport compliance.
- The committee will not have any active role in the handling and/or investigating of any alleged violations of the USATF Safe Sport Handbook that may be reported to the committee.

SECTION 5 - FINANCIAL MATTERS

General Practices

- The Association Treasurer is the chief financial officer of the organization.
- The Association will follow the Generally Accepted Accounting Principles (GAAP) for its accounting procedures and preparing and presenting its financial information. The Treasurer, Executive Director, and the Executive Committee have a responsibility to ensure the Association has adequate internal accounting systems and financial controls.
- The Association fiscal year is the 12-month period from January 1 to December 31. The Association fiscal year cannot be changed without the approval of the Executive Committee and the Board of Directors. Note: the Association fiscal year must be the same as the national USATF fiscal year according to the USATF Bylaws and Regulations.
- Each year, a budget shall be created and published that will govern the spending of the Association throughout the year. The budget, approved by the Board, shall be finalized and approved before the start of the fiscal year. The proposed budget shall be submitted to the Board no later than the November board meeting before the next fiscal year.
- The President will request budget proposals from the various Committee Chairs and meet directors. Once this data is gathered, the Executive Committee and the Budget and Audit Committee will proceed to prepare the budget.
- The budget will consist of all projected revenues and expenses, with each of these categories broken down further based on the source and/or category of the revenues and expenses.
- To facilitate the record-keeping process for accounting, all general ledger accounts will be assigned a descriptive account title and an account identifier appropriate for the accounting software being utilized. These account titles and identifiers are the Association chart of accounts.
 - Accounts and sub-accounts will have titles and identifiers that indicate their specific nature, such as cash, investments, expenses, office equipment, etc.
 - Accounts will be arranged in the same sequence in which they appear in the financial statements, that is, asset and revenue accounts should be identified first, followed by expense and other accounts.
 - Further, accounts will be identified so that all revenue amounts are recorded by category. Sample revenue categories are: Membership, Officials, Sponsorship Fees, Hotel Commission, Sanctions, Event Income, Interest and Dividend Income, Donations, Equipment Rental and Other Income.
 - Unassigned identifier sequences should be left open within each group of account types to provide for additional accounts which may be added later.
- Proper internal control will be maintained at all times over funds received by Association personnel performing cashier responsibilities at any Association or Association committee events.

- At all Association or committee-sponsored events for which the Association or a committee is fiscally responsible, there will be assigned at least two members to handle what is essentially the cashier functions. For collection occurring at an event site, the assigned cashier(s) will be provided with cash in a predetermined amount and mix (\$1's, \$5's, \$10's, etc. and coins) by a different cashier. The amount provided will be counted by the first cashier(s), and that cashier(s) will sign for it. Both parties should verify the amount provided.
- The cashiers for the event will then prepare a summary of receipts. This summary and all funds shall be delivered to the Executive Committee for processing in accordance with the Association cash receipt policy.
- Accurate internal control of cash receipts, checks, and deposits will be maintained at all times.
 - Cash deposits will be made within the same business week of receipt.
 - An Association Officer will open envelopes, remove the contents, and separate incoming funds and related items for appropriate processing. This applies to funds received through the mail or directly from Association members serving in a cashier function.
 - The assigned Association officer will total daily cash receipts and count the number of checks.
 - The assigned Association officer will assemble receipts by revenue category for appropriate accounting. The assigned staff member will then endorse all checks with the Association's "For Deposit Only" stamp. No check should be withheld from the deposit unless it is legally imperfect.
 - The assigned Association officer will use the category totals of the checks to record the funds received to the proper accounts. For any checks received for which there is no known reason for their receipt, a standard letter of information and/or inquiry is to be mailed or emailed to the check issuer.
 - The assigned officer will prepare a bank deposit slip, will deposit the checks in the Association's authorized bank, and keep a copy of said deposit slip for reconciliation purposes.
 - The final net cash deposit must reconcile with the original accounting tape.
- To ensure efficient processing and record keeping, all check requests must be submitted by email, not verbally.
 - Whenever an Association Member requires a check to be issued for an unbudgeted expense or one not approved by the Committee Chair, they must submit a Check Request email which should be tendered to the President, 2nd Vice President, and Treasurer.
 - The Check Request should contain all pertinent information and receive approval or rejection from the President if less than \$1,000. If the check request is for

more than \$1,000, then the approval or rejection is from the President and the Executive Committee.

- The Check Request email should then be forwarded to the President, 2nd Vice President, and Treasurer for check preparation and signature by an authorized check signer. If a check is to be mailed directly to a vendor or delivered in-person, any applicable documentation such as an order form, invoice, mailing address, delivery person, etc. should be attached to the email.
- A limited number of Association members will be authorized to sign checks, but there shall be no fewer than three individuals at all times.
 - An authorized check signer must be approved and authorized in writing by the Board.
 - The President, Treasurer, 2nd Vice President, and Executive Director (if any) will have check signing authority unless one of these individuals is also involved in managing the organization's accounts receivable and accounts payable processes, which will prevent them from having check signing authority. In such a case, the 1st Vice President shall be the additional check signer.
 - The President may revoke check signing authority. Any person who is no longer entitled to sign Association checks will be notified in writing. The Treasurer will oversee the proper notification of the Association's banks whenever authorized signature changes are made.
- The following signature levels will be required according to the dollar amount of the check:
 - Less than \$500 requires only one authorized signature.
 - Greater than \$500 requires one authorized signature and written approval from a second authorized signature.

Asset Inventory

- The Treasurer shall maintain an Asset Inventory of all Association equipment and supplies valued at \$500 or more.
- Committee Chairs and meet directors shall submit their inventory of equipment and supplies to the Association Secretary no later than the November board meeting each year.

Financial Reports

- The Treasurer shall prepare or have prepared financial reports and submit the following financial reports to the Board of Directors:
 - Statement of Financial Position (Balance Sheet). The report shows the Association's assets, liabilities, and equity at a specific point in time. The report should be issued midway through the fiscal year (July) and again at the end of the fiscal year (January) and shared with the Board.

- Statement of Activities (Income Statement). The report details how the Association generated and spent its funds. It categorizes revenues by source and expenses by function. The report will be issued monthly and shared with the Board.
- Budget vs. Actual Report. The report shows actual income and expenses for each budget line item compared to budget projections for income and expenses for each budget line item. The report will be issued monthly and shared with the Board.
- Any Oregon Association member can request a copy of the financial reports submitted to the Board of Directors. Those requests should be submitted to the Treasurer.
- The Board may, from time to time, or when requested, direct the Budget and Audit Committee to contract to have a financial audit performed of the Association's financial records and/or internal controls. This audit may take the form of a compilation, review, or a full independent audit. The results will be shared with the Board and with Association members requesting a copy.
- The 2nd Vice President is responsible for preparing or having prepared the Association's IRS Form 990 or 990-EZ informational tax return. The President must approve and sign the return. The return will be filed on or before the current IRS deadline. The return will also be submitted to the USATF national office before the USATF National Annual Meeting. The return must be posted on the Association website.

SECTION 6 - SANCTIONING OF EVENTS

The Oregon Association, in conjunction with the national USATF office, sanctions competitive track and field, long distance running, or race walking events in Oregon.

- USATF Sanctions provide liability insurance as an option.
- Only USATF-sanctioned events are eligible for association, regional, national, and world records.
- In order for an Association competition event to be designated a Championship, it must be sanctioned by USATF.
- The 2nd Vice President oversees the sanctioning process within the Association.

SECTION 7 - COMPETITION EVENTS

Accreditation Requirements

- National USATF accreditation requirements call for Associations to host these championships:
 - Three Track and Field Outdoor Championships (youth, open, masters)
 - Three Racewalk (youth, open, masters)
 - Three Cross Country (youth, open, masters)
 - Two LDR, 1 event 5K or longer (open, masters)
 - Four additional championships

- This list is subject to change based on the USATF accreditation requirements for Associations.
- The Competition Committee will plan and manage these competition meets along with the appropriate Sports Committee Chair and/or meet director.

Event Naming Standards

- For all Association and regional events, the Association will follow the current USATF national event naming conventions (<https://www.flipsnack.com/USATF/event-naming-standards/full-view.html>).

SECTION 8 - CHAMPIONSHIP HOSTING PARTNERSHIPS

If a separate organization will be hosting a USATF Oregon Association meet or event, there must be a written agreement that provides the details of the hosting agreement between the Association and the hosting organization. This agreement can take the form of a Memorandum of Understanding or similar document. The agreement must be signed by the Association President and an authorized representative of the hosting organization. Previous negotiated agreements should be used as a template for the contents of future agreements.

SECTION 9 - SPONSORSHIP AGREEMENTS

Any Association officer or Board Member or Committee Chair can negotiate a sponsorship agreement.

- Sponsorship agreements must be in writing and can take the form of a Memorandum of Understanding or a contract.
- The document must be signed by the sponsoring organization and by the Association President.
- The appropriate committee chair(s) should be updated with the details of the sponsorship negotiations.
- Sponsorship agreements must be approved by the Executive Committee.
- Copies of the sponsorship agreements will be kept by the Secretary and used as a template for future agreements.

SECTION 10 - ANNUAL MEETING DELEGATE SUBSIDY CRITERIA

The Association offers limited financial support for members 18 years and older to attend the national USATF Annual Meeting as an authorized Association delegate. The Executive Committee, with input and approval from the Board, may develop criteria to guide the awarding of this financial support. The criteria, if any, for the current fiscal year should be in writing and shared with all Association members.

SECTION 11 - ASSOCIATION AWARDS CRITERIA AND PROCEDURES

Annual Association Awards

- Youth
 - Athlete of the Year
 - Track
 - 12 and under, boy and girl
 - 13 and over, boy and girl
 - Field
 - 12 and under, boy and girl
 - 13 and over, boy and girl
 - Combined Event
 - Male and female
 - Coach of the Year
- Open
 - Athlete of the Year
 - Male and female
- Masters
 - Athlete of the Year
 - Male and female
- Race Walk
 - Youth
 - Open
 - Masters
 - Contributor of the Year
- Officials
 - Outstanding Official
 - Track
 - Field
 - Overall
 - Officials Service Awards
- Board
 - Volunteer of the Year

Nomination and Selection Process

- Criteria for these award nominations are determined by the respective committees.
- Selection of award recipients shall be at the discretion of the respective committees.
- Award recipients are recognized at the Association Annual Meeting.

SECTION 12 - ASSOCIATION BRANDING AND NAMING STANDARDS

Any use of the Oregon Association name and logo and use of the national USATF name and logo must follow the national USATF Logo & Branding Standards Manual for Associations (https://drive.google.com/file/d/1flgZhwqA0yTqrZep28xQoSzMCKxP4rFI/view?usp=drive_link). The Association Communications Chair has the responsibility to ensure the Association is complying with the National Logo & Branding Standards. For all Association and Regional events, the Oregon Association will follow the current USATF national event naming conventions.

SECTION 13 - COMMUNICATIONS

All outgoing official Association mass communications, digital or print, must be approved by the President, the Communications Chair, and the respective Committee Chair (as applicable) to ensure accuracy, consistent messaging, and compliance with the Association branding standards.

SECTION 14 - DATA PROTECTION

The Association has the responsibility to protect and safeguard the confidentiality of the personal data of all its members:

- Specifically, the Association must comply with federal and state data privacy laws and protect against the risk of data breach.
- Generally, the only people who should have access to the USATF National Database Systems and Personal Data are those people who need such access for their USATF Oregon Association-related work.
- The Association does not sell, trade, or otherwise disclose any personally identifiable information in any manner for commercial purposes.
- USATF Oregon does not share personal data, including email addresses and phone numbers, with third parties. Contact information provided to the Association is to be used for Association-related purposes.

SECTION 15 - CONFLICT OF INTEREST POLICIES/CODE OF ETHICS

Conflict of Interest Policy

- Any one of the following circumstances shall create a Conflict of Interest:
 - Transactions greater than \$100 in the aggregate per year between USATF Oregon and a "Responsible Person." This includes any employment or payment for services with USATF Oregon. It also includes the receipt of anything of value greater than \$100 except as provided below.
 - The following payments may constitute exceptions to the \$100 in the aggregate per year limit, provided that such payment or transaction is also in compliance with USATF Bylaws and USATF Oregon Policies and Procedures. This would include payments to certified USATF Officials for officiating services through RefTown or similar organizations.

- Expense reimbursements paid by USATF Oregon, as long as such reimbursements comply with Board-approved expenses and other policies.
- Amounts paid to individuals for programs requiring a particular expertise necessary to achieve the program's objectives. These amounts are limited to an aggregate of \$2,000 in any calendar year. A "Responsible Person" shall not take part in any decision resulting in his or her receipt of payment. These amounts are commonly referred to as an "honorarium."
- Prize money paid to athletes based on their competitive performance.
- Appearance fees paid to athletes from sponsorship dollars as designated in the sponsorship contract, including contracts where sponsorship dollars flow through USATF directly to the athlete.
- Transactions greater than \$100 in the aggregate per year between USATF Oregon and a "Third Party" (including, but not limited to, sponsors, vendors, and meet organizers), in which a "Responsible Person" or "Family Member" is a director, officer, employee, or other representative of the "Third Party." This does not preclude expense reimbursements paid by Third Parties for expenses incurred in the normal course of USATF Oregon business, including site visits, championships oversight and business meetings, as long as the reimbursement is consistent with USATF Oregon payments under similar circumstances and does not constitute taxable income under IRS regulations.
- A "Responsible Person" directing staff, volunteers, or Third Parties to help a "Responsible Person" or his or her "Family Members" or friends obtain benefits (financial or otherwise) or other preferential treatment for which he or she would not otherwise qualify.
- A "Responsible Person" soliciting or receiving gifts or favors in any form, including money, services, loans, travel, apparel, equipment, entertainment, hospitality, or promise or any other thing of value.
- This provision does not prohibit arrangements or contracts between athletes and coaches and sponsors, vendors, or meet organizers or officials that occur in the normal course of business. Because such instances do represent Conflicts of Interest, they must be disclosed to the Executive Committee when established, and to the relevant decision-making body at any time there is a related discussion, at which time the "Responsible Person" shall "Recuse" himself or herself. An example of this exception would include payments to certified officials who receive payments for providing officiating services at Association events. The payments are permissible but are required to be disclosed to the Executive Committee as described above.

- The following circumstances are not considered Conflicts of Interest and do not require disclosure:
 - The acceptance of items or entertainment/hospitality totaling less than \$100 in the aggregate per year which are not related to, nor appear to be related to, any particular transaction or activity of USATF Oregon.
 - The acceptance by athletes or National Team staff of team gear, merchandise, and equipment provided to all such persons in the normal course of participating on a National Team.
 - Prohibition of use of confidential information and exertion of undue influence: During the time that a “Responsible Person” renders service to USATF Oregon, whether as a paid employee or as a volunteer, and for a period of at least five (5) years thereafter, such person shall not utilize any confidential information obtained during such period of service for his or her own benefit or for the benefit of any "Third Party."
 - A "Responsible Person" or "Family Member" having an ownership or investment interest in excess of 5% of the equity value of any "Third Party."
 - Any conduct that does not rise to the level of a Conflict of Interest as defined in this subsection shall nevertheless constitute prohibited conduct if, as determined by the Board of Directors, when viewed through the eyes of a reasonably prudent person, the conduct has the appearance of impropriety.
- Duty to Disclose
 - Individuals described below must disclose any "Conflict," whether personal or observed in other individuals described below, in the manner described below. Any such information regarding an individual described below or a friend or "Family Member" shall be treated as confidential and shall be made available only to the applicable party, as detailed below.
- Timing of Disclosure for "Conflicts"
 - Members of USATF Oregon's Board of Directors, Executive Committee, and all standing committee members must submit a Code of Ethics Reporting Statement (“Disclosure Form”) once every year, before the deadline established by the USATF Board of Directors, even if no "Conflict" exists to participate in Board of Directors or committee activities and meetings. Each member of the Board of Directors, all standing committee and Budget Committee members shall have an ongoing obligation to promptly disclose, in writing, any information required by the Disclosure Form of which the “Responsible Person” became aware after he or she submitted the Disclosure Form. Failure to submit the Disclosure Form before the deadline shall be considered a disciplinary issue for review by the appropriate party. The Disclosure Form must include any potential or existing "Conflict." New “Responsible Persons” must report any "Conflict" occurring any time within the preceding year.

- “Responsible Persons” must disclose any "Conflict" or potential "Conflict" to the appropriate Committee Chair and must refrain from participating in any discussion of the subject of the conflict at any meeting of any USATF committee, subcommittee or other decision-making body.
- Violations
 - All violations with respect to the limitations contained in this Section shall be remedied either by declining payment from USATF or resigning from the applicable volunteer position.
 - All violations of this Code of Ethics and Conflict of Interest provisions, including a failure to disclose or submit required Disclosure Forms, will be subject to review and recommendation of sanction, grievance or complaint and AAP hearing as described in the Grievance and Disciplinary Policies outlined in the following Grievance and Disciplinary Policy.
- Conflicts of Interest/Abstention from Voting
 - Any individual representing this Association or who has a financial arrangement with the Association, or who is an employee of the Association, or who is a member of any of the Association's committees shall not participate in evaluating or approving any contract with a supplier to furnish goods or provide services to the Association, if that individual directly or indirectly benefits financially, or otherwise receives and form of compensation or value from, or has any interest in, any supplier under consideration.

SECTION 16 - GRIEVANCE AND DISCIPLINARY POLICY

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, disputes involving persons from more than one jurisdiction, or matters arising out of national or international Athletics competition.
- Jurisdiction will also include all disciplinary matters involving or complaints alleging violations of the Association’s conflict of interest or code of ethics provisions. All such grievances or complaints shall hereafter be referred to as “Grievance Complaint.”
- All penalties imposed by an Association shall be effective only within the jurisdiction of that Association.

Association Arbitration Panel

- The following shall apply to the appointment and conduct of the Association Arbitration Panel (AAP):
 - The Association Arbitration Panel shall consist of three (3) disinterested, unbiased, and impartial members: a chair, an at-large member, and an athlete

member. There may also be a first 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.

- 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.
- Terms shall commence on January 1 of each even-numbered year.
- AAP 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:
 - Dilatory practices; an AAP member who causes or permits delays in the hearing process; and/or
 - Failure to follow procedures; an AAP member who disregards or fails to apply the hearing procedures or other provisions outlined in the Association Bylaws, USATF Rules, USATF Bylaws, USATF Regulations and/or the Association's Policies and Procedures.

Grievances and Complaints

- A grievance or complaint may involve any matter, other than sexual misconduct and doping offenses and disputes involving persons from more than one jurisdiction or matters arising out of national or international Athletics competition, within the cognizance of USATF that occurs in the jurisdiction of this Association:
 - A Grievance Complaint shall state the following:
 - Detrimental conduct; conduct detrimental to the best interests of Athletics, USATF, or USATF Oregon has taken place; or
 - USATF violations; a violation of any of USATF's Bylaws or Operating Regulations and/or a violation of any of USATF Oregon Bylaws has occurred.
 - 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, are members, directors, or Officers of USATF Oregon or otherwise subject to the jurisdiction of USATF Oregon. A non-member, former director, or former officer of USATF Oregon shall be subject to the jurisdiction of USATF Oregon 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 Oregon or otherwise subject to the jurisdiction of USATF Oregon. A Grievance Complaint may only be filed by a person or entity adversely affected by the issues raised in the complaint. Grievance Complaint forms and grievance

response forms are available from USATF Oregon for use by complainants and respondents; and

- 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.
- USATF Oregon shall have the authority to discipline any member who, by neglect or by conduct, acts in a manner subject to discipline pursuant to Article 15 of the Association Bylaws.
- Activities subject to discipline: USATF Oregon may discipline any member who, by neglect or by conduct:
 - Detrimental conduct; acting in a manner detrimental to the purposes of USATF, USATF Oregon, or Athletics;
 - USATF, World Athletics, and Sports Act violations; violations of any of the Bylaws, Operating Regulations, or Competition Rules of USATF or the World Athletics, or violates the Sports Act; or violations of the Association's Code of Ethics or Conflicts of Interest policy as set forth above and in the Association's Bylaws;
 - Eligibility violations; violations of the rules of eligibility for Athletics;
- 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.

Rights of the Persons or Entities

- In all matters subject to this Article, all parties shall be provided with fair notice and an opportunity for a hearing before the adjudication or imposition of any penalty by the Association or AAP. All parties:
 - May be represented in any disciplinary, grievance, or Association proceeding by a person(s) who may (but need not) be an attorney;
 - May appeal any adverse decision in accordance with this Regulation;
 - May be present at any hearing; and
 - Shall have the right to present evidence and witness testimony and to cross-examine witnesses testifying against them or it.

Initiation of Proceedings

- Formal grievances shall be initiated as outlined in this Grievance Complaint filing procedure:
 - Grievance Complaints shall be filed with the Association President and Secretary. The President or Secretary shall forward a copy of the Complaint to each party charged in the Complaint. In the event that a Grievance Complaint is filed against the President or Secretary, the complaining party shall file the Grievance

Complaint with any member of the Executive Committee, who will carry out the obligations of the President or Secretary under these provisions.

- 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 Oregon 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;
- The Complaint shall allege clearly and succinctly the nature of the dispute and, where appropriate, state the specific violation of the Bylaws, Operating Procedures, Competition Rules, or Policies of USATF, USATF Oregon, or the World Athletics;
- State the relief requested by the Grievance Complaint;
- Factual allegations shall be separately stated in concise language with one allegation outlined in each numbered paragraph of the Complaint;
- The Complaint shall be signed by the person filing the Complaint,
- A filing fee of One Hundred U.S. Dollars (US\$100) must accompany an organization's complaint and a filing fee of Seventy-five 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;
- Complaints that fail to comply with the procedures outlined in this Section shall be returned to the filer with instructions explaining the deficiency. A returned Complaint may be re-filed within thirty (30) days of the initial filing. After thirty (30) days, the Complaint will be deemed abandoned;
- Upon receipt of a Grievance Complaint, the President or their designee shall make every effort to resolve the dispute through informal means. In disputes pertaining to a specific sport discipline, the President or their designee 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. If the grievance or complaint is filed against the President or Secretary, another member of the Executive Committee or their designee shall endeavor to resolve the grievance or complaint through informal means.
- 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 or grievance be resolved by a formal hearing before an AAP panel;
- When one party has indicated that the matter cannot be resolved informally, the President or their designee shall coordinate the selection of a three-witness person AAP. The AAP 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.

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 copy of the complaint or other documents giving rise to the proceeding, with any attachments;
 - The names of the hearing panel members and the address and telephone number of the panel's chairperson;
 - A copy of any specifically identified document(s) related to the dispute, including, without limitation, any competition rule, USATF Oregon policy or procedure or bylaw provision which relates to the subject matter of the Complaint or Answer.

Answer

- The person(s) or entity(ies) named in a Grievance 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 Proceeding 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 the panel chair may extend the time to answer.

Arbitrator Challenge

- 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.

Hearing Procedures

- The following procedures apply to formal grievance and other hearings:
 - 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 or virtual meeting with all parties to discuss scheduling and procedural matters.

- 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.
- Hearings shall be held via telephone conference call or virtual meeting unless good cause is shown to the AAP chairperson that holding an in-person hearing is in the best interest of the sport of Athletics.
- The telephone or virtual meeting conference call hearing request must be submitted to the AAP chairperson within ten (10) business days of the receipt of the Notice of Proceedings. Failure to submit a telephone or virtual meeting conference call hearing request during the above-described time frame constitutes a waiver of the right to request a telephone or virtual meeting conference call hearing.
- 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 their 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;
- The rules of evidence generally accepted in administrative proceedings shall apply to the hearing; the formal rules of evidence shall not apply;
 - The burden of proof is upon the complainant to prove by a preponderance of the evidence that conduct described in the Complaint above has occurred;
- 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
- Hearings shall be closed to the public. Witnesses shall attend hearings only as necessary to provide testimony.

AAP Decisions and Opinions

- The following shall pertain to AAP final decisions and opinions rendered in hearings and appellate proceedings:

- All AAP panel decisions shall be consistent with USATF, USATF Oregon, and World Athletics 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 Oregon, the Budget Committee chair and/or the USATF Oregon Association President 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 Oregon 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;
- 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:
 - The question(s) the AAP panel was asked to decide;
 - A brief summary of the arguments made by each party;
 - The findings of fact upon which the panel based its decision;
 - A citation to the applicable World Athletics, USATF, USATF Oregon, 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,
 - Whether the effect of the decision shall be stayed in the event of an appeal, if appropriate;
- 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.
- All AAP panel decisions shall be effective upon the date rendered, unless otherwise stated in the decision.
- The decision of the AAP may be appealed pursuant to USATF Regulations.

SECTION 17 - AMENDMENTS

As per Article 20, Section 2 of the Association Bylaws, this Association Policies and Procedures document may be amended by the Board of Directors and become effective upon ratification by the Board with a majority vote at any Association Meeting. Any member may propose a change to these Policies and Procedures by submitting recommendations to a member of the Executive Committee.

APPENDICIES

- A. Youth Policies and Procedures**
- B. Membership and Club Transfers**
- C. Annual Meeting Subsidy Criteria**

APPENDIX A

YOUTH POLICIES AND PROCEDURES

Association Junior Olympic Track and Field Championships

- An application for USATF sanction must be submitted prior to the meet, preferably 30 days in advance to avoid late fees imposed by the USATF National office.
- Within three weeks after the end of the meet, the Youth Committee Chair shall share a financial report with the 2nd Vice President and Treasurer.
- Age divisions shall align with USATF Rules:
 - 8 & under
 - Athletes ages 6 and under are only eligible to compete at Association and Regional meets.
 - However, these athletes may not advance to the USATF National Junior Olympic Track and Field Championships.
 - 9-10
 - 11-12
 - 13-14
 - 15-16
 - 17-18
- Event limitations shall align with USATF Rules:
 - Athletes 12 and under shall be limited to a maximum of three (3) events per meet, including relays, excluding combined events.
 - Athletes 13 and older shall be limited to a maximum of four (4) events per meet, including relays, excluding combined events.
- Competitors must be members of USATF Oregon and have undergone age verification by the USATF National Office to compete in one of the age divisions listed above as per USATF Rules.
 - Age Verification:
 - Athletes must have their age verified by following the verification process established by the USATF National Office.
 - Documents submitted for birthdate verification will be processed within five (5) business days of submission (excluding holidays). It is the responsibility of the registrant to assure submission in a timely manner prior to meet entry deadlines.
 - Accepted verification documents include a copy of a Birth Certificate, Passport, Certified Baptismal Record, Driver's License, or U.S. Government or State-Issued Identification.
 - The USATF National Office age verification process can be found at <https://www.usatf.org/programs/youth>.

- Youth Association Transfers:
 - All Association Transfer Waivers must be requested in the athlete's USATF Connect profile by their parent/guardian.
 - When received, the USATF National Office will contact the Youth Chairs and Membership Chairs of both Associations for approval.
 - Athletes cannot compete in a neighboring Association championship without prior approval according to these steps.
- All competitors must register for the meet through Athletic.net by the established deadline. Late registrations are not accepted.
- The Association will follow all advancement rules set forth by the National Youth Executive Committee as per USATF Rules. Advancing from the Association meet to the Regional meet:
 - In combined events, the top five (5) competitors and those meeting the qualifying standard advance to the Regional meet.
 - In field events, the top eight (8) competitors with a valid mark advance to the Regional meet.
 - In individual running events, including relays, the top eight (8) competitors advance to the Regional meet.
 - Waivers for exceptional situations shall conform to USATF Rules.
 - Advancement to the Regional meet may be considered so long as such advancement waiver does not displace an athlete who competed in the Association meet and does not exceed the Association's allocation to the Regional meet.
 - Athletes requesting a waiver for any portion of the Championship series are required to have a parent/guardian email their request to youth@oregon.usatf.org.
 - Waiver requests will not be accepted from a coach or a club administrator. The athlete (or parents/guardian if under 18) must request a waiver.
 - Athletes requesting a waiver must register for their event before the Association entry deadline.
 - Waivers require Association approval and are only considered because of extraordinary circumstances.
- Each club participating in a Junior Olympic Championship (Association or Regional) hosted by USATF Oregon shall provide at least one (1) volunteer for every ten (10) competitors, with a minimum of one (1) volunteer.
 - In place of providing the required number of volunteers, clubs that are unwilling or unable to meet this obligation may pay the Association \$150 per required volunteer.

- Youth clubs that do not comply with these policies may face sanctions including withholding of reimbursement or exclusion from future participation in Association events.
 - Paid officials do not count toward a youth club's number of provided volunteers.
- Championship results shall be uploaded to Athletic.net after the conclusion of the event.

APPENDIX B

MEMBERSHIP AND CLUB TRANSFERS

All club transfers must be requested in the USATF Connect profile by the athlete (or parent/guardian if under 18). The USATF National Office will process all requests as allowed.

APPENDIX C

ANNUAL MEETING SUBSIDY CRITERIA

These subsidy criteria and policies for selecting USATF Oregon delegates to the USATF National Annual Meeting supplement the policies established in Article 8 of the Oregon Association Bylaws.

Criteria for Subsidy to Attend the USATF National Annual Meeting

- The USATF Oregon Association is pleased to offer financial support to attend the USATF National Annual Meeting as an authorized Oregon Association delegate.
- The amount of the total available financial support for these subsidies is based on the Annual Budget of the USATF Oregon Association.
- Announcement of the selected subsidized delegates will be made at the Oregon Association Annual Meeting:
 - The 2026 Oregon Association Annual Meeting will be on September 20, 2026, at the OSAA Office in Wilsonville, OR.

Subsidy Applicant Requirements

There are a few requirements that must be met to qualify for a subsidy:

- Subsidies are only available to current USATF Oregon Association members in good standing.
- Applicants must be members who are 18 years and older.
- Applicants must be 3-step compliant, which includes current:
 - USATF membership,
 - Background check, and
 - Safe Sport training.
- Applicants must be capable of effectively representing the Oregon Association's interest on pertinent issues.
- Applicants must be available to attend meetings at the USATF National Annual Meeting as assigned by the Oregon Association Board of Directors. Applicants must be available to be present for the general assembly opening session and present for voting at the closing session.
- Must submit a written report of meetings attended to the USATF Oregon Secretary before the announced deadline.

Application Deadline

- Prospective delegates must submit their resume of activities and request for subsidy to the Oregon Association Secretary (by email, secretary@oregon.usatf.org) for review by the Executive Committee and the Board of Directors of USATF Oregon.
- The deadline to apply is 10:00 a.m. on August 1, 2026.

- **Note:** Association Executive Committee members, and then Board Members will have priority for subsidy if a resume and request have been submitted.

Expenses Eligible for Subsidy

- The subsidy is currently limited to these reimbursed expenses, but other unforeseen meeting-related expenses may be added:
 - Airfare (up to a maximum depending on location)
 - Reasonable ground transportation from/to airport to/from hotel in the host city
 - Annual meeting registration fee
 - Half the room lodging fee for a double occupancy room
 - Meal per diem (save all receipts for your personal records)
- **Important Note:** It is the responsibility of the selected delegate to book airline reservations, register for the Annual Meeting, reserve lodging at the meeting site, and reserve ground transportation to and from the meeting site.
- All expenses will be paid by the selected delegate except for the daily hotel room charge for two delegates sharing the same room. That charge will be paid at the National Annual Meeting site by the Association. Delegates are still responsible for reserving the room using a personal credit card.
- The approved expenses listed above will be reimbursed (using the proper expense report) following the National USATF Annual Meeting. Single room delegates will be reimbursed at half the room rate following the Annual Meeting.
- Other miscellaneous expenses will not be included as part of the subsidy (rental cars, onsite parking, local transportation).
- **NOTE:** Lodging at the USATF National Annual Meeting will be double occupancy (room shared with another Oregon delegate). If requesting a single room, payment of the full daily room charge will be the responsibility of the delegate. The delegate will be reimbursed for half the room charges following the USATF National Annual Meeting. If a single room delegate is accompanied by a spouse/partner, the same half room charge reimbursement applies.

Application Requirements

- Applicants must divulge any other National USATF Annual Meeting subsidy received or anticipated from other sources. Applicants must indicate on their resume the amount of any other subsidy, or state that they will not be receiving another subsidy.
- To be considered for a subsidy to attend the National USATF Annual Meeting, applicants must apply by the established deadline.
- Applications must include the submission of a resume of activities that have supported and benefited the USATF Oregon Association from the calendar year from August 1 to July 31. Resumes must limit the activities to this time period and be as inclusive as possible.

Suggested Application Resume Items

Listed below are some suggested categories of information applicants might consider adding to their resume. Applicants are not limited to these categories. Resumes must be limited to activities from August 1 of the previous year to July 31 of the current year.

- Did you attend the 2025 National USATF Annual Meeting?
- Did you attend any USATF Oregon Board of Directors Meetings, either virtually or in-person? If so, list the meetings:
 - August 17, 2025
 - October 19, 2025
 - November 16, 2025
 - January 18, 2026
 - February 1, 2026
 - February 15, 2026
 - March 22, 2026
 - April 19, 2026
 - May 17, 2026
 - July 19, 2026
- Did you attend last year's USATF Oregon Annual Meeting on Sunday, September 21, 2025?
- Did you attend and assist at any USATF Oregon T&F/XC Association-sponsored or hosted events? These meets do not need to be championship events (Youth, Masters, Open or Race Walk, LDR, Para):
 - April 26, 2026, Eugene Marathon/USATF Oregon Association Half Marathon and Marathon Championships
 - May 15, 2026, Middle School Meet of Champions/USATF Oregon Association Championships
 - May 17, 2026, USATF Oregon Association 5K Race Walk Championships
 - List any other meets with dates and your role
- Did you attend and assist at any USATF Oregon Association/Region 13 Track and Field and/or Cross Country Junior Olympic Championships?
 - November 9, 2025 - USATF Oregon JO Cross Country Championships – Western Oregon University
 - November 22, 2025 – USATF Region 13 Cross Country Championships – Western Oregon University
 - June 14, 2026 – Amity Throws/USATF Oregon Association JO Track and Field Championships – MHCC
 - (Day 1) June 25, 2026 – USATF Oregon Association JO Track and Field Championships – MHCC
 - (Day 2) June 26, 2026 – USATF Oregon Association JO Track and Field Championships – MHCC

- (Day 3) June 27, 2026 – USATF Oregon Association JO Track and Field Championships – MHCC
- (Day 4) June 28, 2026 – USATF Oregon Association JO Track and Field Championships – MHCC
- (Day 1) July 9, 2026 – USATF Region 13 JO Track and Field Championships
- (Day 2) July 10, 2026 – USATF Region 13 JO Track and Field Championships
- (Day 3) July 11, 2026 – USATF Region 13 JO Track and Field Championships
- (Day 4) July 12, 2026 – USATF Region 13 JO Track and Field Championships
- July 27-August 2, 2026 – USATF National JO Track and Field Championships
- USATF 10-digit membership number.
- Were you a member of any USATF Oregon standing committee or ad hoc committee? If so, list the committee(s) and your role.
- Did you attend and assist at any National USATF Championship Meet(s)? Please list the meets in your resume.
- Were you a member of any National USATF standing committee or ad hoc committee? If so, list the committee(s) and your role.
- Did you participate in promoting USATF programs and activities in Oregon, unrelated to competition events? Examples: Coaches/Officials training, clinic instructor, speeches, information table/booths, etc.). If so, list the event, date, and your role in your resume.
- Will you be receiving subsidy from any other sources? Please indicate Yes or No in your resume. If yes, please include the dollar amount and from whom.

Original Policies and Procedures adopted: July 19, 2026

A handwritten signature in black ink, appearing to read 'MLB', with a long horizontal flourish extending to the right.

Malinda "Lynn" Brown

USATF Oregon President