

**BYLAWS AND OTHER REGULATIONS  
OF THE  
COLORADO ASSOCIATION OF USA TRACK & FIELD**

**ARTICLE I - NAME**

The name of this association shall be Colorado Association of USA Track & Field, hereinafter referred to as "this Association".

**ARTICLE II - DEFINITIONS**

As used in these Bylaws and Other Operating Regulations:

- A. **Athlete:**
1. **Active athlete** means any individual who is actively engaged in Athletics or represented the United States in international competition held under IAAF jurisdiction in Athletics within the preceding ten (10) years; and
  2. **Eligible athlete** means any athlete who meets the eligibility standards established by USATF for Athletics.
- B. **Athletics** means, inclusively, track and field, long distance running, cross country running, road running, race walking, and any other sport discipline recognized by the IAAF.
- C. **Athletics competition** means a contest, game, meet, match, tournament, or other Athletics event in which eligible athletes compete.
- D. **Club** means a local organization whose programs involve competitive member athletes, events, and/or education in Athletics.
- E. **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.
- F. **NABR** means the National Athletics Board of Review, as established in USATF Operating Regulation 11.
- G. **Sanction** means the document which evidences the authority granted by either USATF or an Association to conduct a competition, and which evidences that the recipient has complied with the requirements of USATF Article 20 and USATF Operating Regulation 14.
- H. **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.
- I. **This geographic area** means the West Region.
- J. **USATF** means USA Track and Field, the national governing body.

**ARTICLE III - PURPOSES AND DUTIES**

- A. **Purposes:** This Association shall have the following purposes:

1. **Development** - Developing interest and participation in Athletics in this geographic area at all levels;
  2. **Management** - Promoting Athletics and athletes by conducting competitions and other events, and by cooperating with and encouraging other organizations which may do so; and
  3. **Marketing** - Generating public awareness, appreciation, and support for Athletics, USATF, and this Association in fulfilling its purposes and duties.
- B. **Duties:** This Association shall have the following duties:
1. **Responsibility to constituency** - Being responsible to the persons and sports organizations active in Athletics;
  2. **Coordination of scheduling** - Minimizing, through coordination with other sports organizations, conflicts in the scheduling of all practices and competitions in Athletics;
  3. **Communication with athletes** - Keeping eligible athletes in Athletics informed of policy matters and reasonably reflecting the views of such athletes in the policy decisions of USATF and this Association;
  4. **Sanctioning of events** - Sanctioning competition in Athletics in accordance with the provisions of these Bylaws and Other Regulations, USATF Bylaws, and USATF Operating Regulations;
  5. **Participation in competition** - Providing for the participation by eligible athletes in competition in Athletics, in accordance with the provisions of these Bylaws and Other Regulations, USATF Bylaws, and USATF Operating Regulations;
  6. **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 disabilities;
  7. **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;
  8. **Registration and certification of athletes** - Registering eligible athletes as members and certifying such athletes as eligible for competition; and
  9. **Administration of Athletics** - Performing all other duties necessary for the administration of Athletics in this geographic area and to achieve this Association's purposes.

#### **ARTICLE IV - AUTHORITY**

This Association 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 Other 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 V - 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 sets 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 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 the 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 Other 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 may be expelled by a two-thirds vote.

#### **ARTICLE VI - VOTING MEMBERS**

Voting members of this Association shall consist of those members eligible to vote from each sports committee, the elected officers, officials committee, athletes, and this Association's clubs. No individual may cast more than one vote on any motion or in any election. All voters must be current members of this Association of USATF at the time that they are voting.

#### **ARTICLE VII - MEETINGS**

- A. **Annual meeting** - The annual meeting of this Association shall be held in October, at such date, time, and place as may be fixed by the President, and announced by requisite notice of such meeting.

- B. **Regular meetings** - This Association shall hold quarterly meetings of the Board at such time and place as the Association President shall determine.
- C. **Special meetings** - Special meetings of this Association shall be held upon call by the President, upon thirty (30) days written request by the membership.
- 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 web site, and/or the National Office's web site;
    - b. **Web site use** - If a web site is to be used to inform members of the meeting, then members must be informed where to find information on the web site through a mailing or newsletter;
    - c. **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 election process; and
    - d. **Changes** - Any notice of a meeting change must be at least fourteen (14) days prior to the meeting;
  2. **Publication of agenda** - Agendas should be made 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 two-thirds of the members of the group then present agree to such action;
  3. **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;
  4. **Closed or executive sessions** - No part of any meeting shall be closed unless two-thirds of the members of the group then present agree to close the session; and
  5. **Record of a meeting** - The Association and all of its committees shall have a recording secretary. All written reports or a summary of such reports shall be distributed with the draft minutes.
- E. **Quorum** - The quorum for the annual meeting shall be twenty-five (25) percent of the eligible voting members present.
- F. **Agenda** - Prior to each meeting of this Association, the Secretary shall consult with the President and any Association committees on the 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:
1. **Attendance** - Consideration of the eligibility of members through acceptance of the registrar's report or roll call;
  2. **Credentials** - Consideration of credentials and challenges;

3. **Minutes** - Acceptance of the minutes of the previous meeting;
  4. **Financial report** - Treasurer's report and approval of the budget;
  5. **Reports** - Reports from the president and those officers and committee chairs, which have business to come before the delegates;
  6. **Amendments** - Action on proposed amendments;
  7. **Elections** - Nominations (without speeches except for officer positions) and elections as scheduled, including special elections;
  8. **Site selections** - Report on site selections by each sport committee;
  9. **Awards** - Appropriate awards presentations; and
  10. **Other business** - New or unfinished business as scheduled.
- G. **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 VIII - VOTING**

The following guidelines shall apply to all elections for officers and sport committee and other chairs in this Association:

- A. **Election notice:**
1. **Distribution** - Notice must be distributed by mail, newsletter, local Association web site, and/or the National Office's web site;
  2. **Web site use** - If a web site is to be used to inform members of the elections, then members must be informed where to find information on the web site through a mailing or newsletter;
  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. **In person meeting nominations** - Nominations may be made and must be allowed from the floor at an in-person election meeting;
  2. **Membership and age criteria** - A candidate must be a member of the Association who is at least eighteen (18) years of age (at the start of the term of office); and
  3. **Nominations and seconds** - A candidate needs one (1) nominator 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;
3. **Minimum age** - Voters must be a minimum of age eighteen (18) on the day of the election;
4. **Voting membership deadline** - Except for renewals from the previous year, individuals must be members in the month which ends more than one full month preceding the election;
5. **Appointees** - An appointed committee chair or Board member shall not vote in elections in that capacity, but may otherwise qualify for a vote;
6. **Organizations** - Organizations shall have a minimum of one (1) vote, with the Association having the option of awarding additional votes based on the size of the organizations; and
7. **Membership of all voters** - Organizations and any person representing an organization in Association voting matters must be members of USATF.

D. **Conduct of voting** - This Association shall use a balanced meeting ballot where only selected members of the Association-are.-eligible-to-vote.

1. **Number of votes** - There shall be a maximum of one hundred (100) available votes, divided among the following five (5) constituencies: eligible athletes, coaches, officials, organizational members, and other members (which may include elected officers of the Association);
2. **Minimum voting strengths** - Each constituency above is entitled to a minimum of ten (10) percent of the votes, except that eligible athletes must receive a minimum of twenty (20) percent;
3. **Disputes** - Credential disputes must be resolved before the election process is started with nominations;
4. **One-person, one-ballot** - Individuals who are eligible to cast a ballot in more than one constituency must choose one constituency in which to vote at the meeting;
5. **Caucuses** - Constituencies with more individuals than votes allowed will caucus before the election to determine the voters or apportionment of votes;
6. **Athlete caucuses** - In an athlete caucus, youth (18-year old), open (non-international ages 19-39), international ("ten-year" rule regardless of age), and masters (40-and-above) athletes must each be represented if member athletes are present and available. In such a case, the number of votes granted to a division above shall be as equal as possible, regardless of the number of athletes present from a division;
7. **Uncontested** - Uncontested elections may be voted by acclamation; and
8. **Ballot type** - A secret ballot must be used for contested elections.

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 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; and
2. **Consultation** - The panel may consult as necessary with the chair, secretary, and/or parliamentarian (so long as they are not candidates for contested offices) on procedural matters.

F. **Committee chairs:**

1. **Age and terms** - All committee chairs, whether elected or appointed, must be at least eighteen (18) years of age and members of the Association. Chairs shall be elected or appointed for specific terms which are determined prior to the voting for the position; and
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, the election shall take place at a meeting 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** - National delegates shall be appointed by each sports committee of this Association at each sports committee's annual meeting, or by the President of this Association at the Association's annual meeting.

H. **Majority requirement:**

1. **Officers** - The President and Secretary of the Association must be elected by a majority of votes cast. If a run-off election is necessary, the notification requirement shall be the same;
2. **In-person majority** - In elections conducted at meetings, a plurality may not be accepted in the first round except for the election of national delegates; and
3. **Run-off candidates** - In run-off elections, candidates equal to twice the remaining positions shall be on the ballot.

I. **Election protests:**

1. **Operating Regulation 11** - Except as indicated below, USATF Operating Regulation 1.1 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** - 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 IX - OFFICERS 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.
- B. **Duties** - The officers shall perform the following duties as well as any other duties prescribed by these Bylaws, the USATF Bylaws or Operating Regulations, or the Board of this Association:
1. **President** - The President shall;
    - a. Preside at all meetings of 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 perform duties assigned by the President and Board. In the temporary absence of the President from a meeting, the Vice President shall serve as acting chair;
  3. **Secretary** - The Secretary shall keep or cause to be kept all records of this Association, and all minutes of meetings-of this Association and its Board, and, in general, shall perform all duties normally pertaining to the office of secretary;
  4. **Treasurer** - The Treasurer shall 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, in general,-shall perform all duties normally pertaining to the office of treasurer; and
  5. **Membership Chair** - The Membership Chair shall collect or cause to be collected all memberships for individuals and groups within the Association, and provide liaison to the USATF National Office in all matters of membership, including reporting and disbursements of benefits.
- C. **Election** - All officers are to be elected for four (4) years at the annual meeting of the Association. 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 two (2) terms without a period away from that position. Of the members elected, no more than two (2) can be from the same club and no more than three (3) can be registered with or members of the same standing sport committee.

- 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, subject to the limitation in paragraph C above, at which time a special election shall be held for the unexpired portion of the term.
- 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 called for this purpose, and provided the requisite notice for such meeting (see Article VII) shall properly set forth the removal vote on its agenda.

## ARTICLE X - BOARD OF DIRECTORS

- A. **Composition** - The Board of Directors shall be composed as follows:
  - 1. **Voting members:** The voting membership of the Board shall be as follows:
    - a. The officers of this Association (5 persons);
    - b. The immediate past president (1 person);
    - c. The chairs of the following sport committees: master's track and field, men's track and field, women's track and field, men's LDR, women's LDR, race walk, youth (7 persons);
    - d. Members-at-large (3 persons);
    - e. The chair of the Officials Committee (1 person);
    - f. A coach elected by and from the Association clubs at their annual committee meeting (1 person); and
    - g. At least that number of eligible athletes which shall constitute twenty (20) percent of the Board, 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;
  - 2. **Chair and Secretary** - The President of the Association shall serve as chair and the Secretary as secretary.
- 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 call. It shall hold quarterly, in-person meetings during each year as called by the President. Additional meetings may be called by the President or upon written request of any five (5) members 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. Of the members elected, no more than two can be from the same club and no more than three can be registered with or members of the same standing sports committee.
- D. **Terms** - The term for Board members shall be four (4) years.
- E. **Quorum** - A quorum for meetings of the Board shall consist of seven (7) 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.
- 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.
- H. **Expulsion** - Failure to participate in two (2) consecutive meetings may, by a 2/3 vote of the Board members attending, cause expulsion of the member or representative.

#### ARTICLE XI

- A. **Committees** - The following committees of this Association are established with such duties, responsibilities, and make-up as outlined here and in Articles reserved for each type of committee.
  - 1. High performance (men TF, women TF, RW);
  - 2. Development group (coaching ed and development);
  - 3. Long distance running (men LDR, women LDR, masters LDR);
  - 4. General competitive (masters TF, youth);
  - 5. Law and legislation;
  - 6. Athletes advisory;
  - 7. Athletics for the disabled;
  - 8. Coaching advisory;
  - 9. 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 four (4) years and shall commence at the conclusion of the annual meeting of each year;

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 member 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 conduct substantial programs or competitions in the sports discipline of the particular committee;
  - c. **Athletics 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. **Elected officers and other positions** - Any person elected by the committee to serve in an officer position, such number not to exceed three (3) additional members; and
  - f. **Active athlete members** - That number of active athlete members which shall be at least twenty (20) percent 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;
  
3. **Committee membership and notification:**
  - a. **Notification and 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;
  - b. **Elections** - The provisions of Article VIII-F shall apply to the election process of committees. The committees shall be free to adopt other portions of Article VIII, or other rules not in conflict with those of Article VIII-F;
  - c. **Alternates** - The individual or group electing or selecting members of any committee or subcommittee (other than 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;
  - d. **Membership** - All elected and appointed members of all committees shall be members of this Association;

- e. **Termination** - Organizations or groups which appoint committee members per this section may terminate such appointments for good cause upon written notice to such appointees; and
  - f. **Listings** - Under every committee member's name in the USATF Directory shall be listed (i) their Association or (ii) the governing organization they represent;
- 4. **Committee meetings** - 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 (20) percent of the membership of the committee, upon twenty (20) days' written notice. In the latter case and in the absence of the willingness of the chair to call a 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 (20) percent has been met. The notice shall be mailed to the last known address of each committee member;
  - 5. **Quorum** - A quorum for any committee meeting shall consist of seven (7) members of its members;
  - 6. **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 (20) percent active athletes. At least twenty-five (25) percent of the active athletes shall have competed for the United States in international competition within the last ten (10) years, if such athletes are available; and
  - 7. **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 of the date and scope of the activity to be held in the Association.
- C. **Committee chairs** - The chair of each applicable committee shall be elected in accordance with this Association's voting procedures (see Article VIII) 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 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 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;
    - 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 informed on all committee actions and recommendations; and
  - f. Cause to be kept and promptly forwarded to all committee members and the President 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 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.
- D. **Sport committee general provisions** - Each sport committee shall:
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 (20) percent of the membership. If such executive committee is established by either the men's or women's track and field committees, at least one-third of its membership shall consist of individuals whose vocation includes the administration or coaching of school/college community track and 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; and
  3. **Miscellaneous** - Promote and develop activities related to its sport.
- E. **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 XII - COMMITTEES

- A. **Sport:**
1. **Duties and responsibilities** - In addition to the provisions of Article XI, 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;
    - 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 and field competition and are divided into specified age categories; and
- b. **Jurisdiction:**
  - i. **Men's Track and Field** - Indoor and outdoor track and field activity for junior and senior men, not including track races of greater than 10,000 meters;
  - ii. **Women's Track and Field** - Indoor and outdoor track and field activity for junior and senior women, not including track races of greater than 10,000 meters;
  - iii. **Race Walking** - All race walking activity for junior and senior men and women;
  - iv. **Men's Long Distance Running** - Off-track running at all distances, track running at distances over 10,000 meters, and cross country running for junior and senior men;
  - v. **Women's Long Distance Running** - Off-track running at all distances, track running at distances over 10,000 meters, and cross country running for junior and senior women;
  - vi. **Masters Long Distance Running** - All off-track running, cross country running, and track running over 10,000 meters for masters men and women;
  - vii. **Youth Athletics** - All youth activity not conducted as junior competition for youth boys and girls, including track and field, road running, cross country running, and race walking; and
  - viii. **Masters Track and Field** - All track, field, and race walking activity for masters men and women, except track running races of greater than 10,000 meters; and

3. **Makeup** - Each sport committee shall be constituted as stated in Article XI-B-2.

**B. Athletes Advisory:**

1. **Duties and responsibilities** - The committee shall:
  - a. **Policy advice** - Serve as a source of reference, opinion, and advice to the officers, 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 athlete's rights;

- b. **Athlete representatives** - Appoint, elect, or oversee the election or appointment of athlete's representatives to committees or subcommittees when empowered to do so by these Bylaws;
  - c. **Participate 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 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; and
  - h. **Transition of athletes** - Assist with the transition of athletes to post-competitive years; and
2. **Makeup** - The committee shall consist of active athletes in each of the following categories where available:
- a. Sprints;
  - b. Hurdles;
  - c. Multi-events;
  - d. Distances of 800 meters through 1,500 meters;
  - e. Distances over 1,500 meters to 10,000 meters;
  - f. Road racing and cross-country;
  - g. Throws;
  - h. Horizontal and vertical jumps;
  - i. Race walking; and
  - j. At-large (active or inactive) athletes.

C. **Athletics for the Disabled:**

- 1. **Duties and responsibilities** - The committee shall:

- a. **Liaison** - Serve as liaison between this Association and (i) the Disabled in Sports Committee of the USOC and (ii) those sports organizations for athletes with disabilities which conduct regular programs;
- b. **Competition** - 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.

**D. Coaches Advisory:**

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

**E. 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 this Association.

**F. Development:**

- 1. **Duties and responsibilities** - The committee shall:
  - a. **Scope** - Investigate, stimulate, plan, and promulgate programs on a broad basis to provide for the overall development of (i) training and competitive facilities, (ii) equipment and skills, (iii) coaching methods, and (iv) athletic skills; and
  - b. **Effect** - Perform the above activities in order to develop the maximum number of athletes from the novices to world-class levels; and
- 2. **Makeup** - Members shall be appointed by the chairs of the sports committees with the approval of the President.

**G. Law and Legislation and Rules:**

- 1. **Duties and responsibilities** - The committee shall:
  - a. **Deliberation** - 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; and
- 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.

H. **Officials Committee:**

- 1. **Duties and responsibilities** - The committee shall:
  - a. **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;
  - b. **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;
  - c. **Instruction** - Develop and maintain instructional programs for officials, including examinations, rules reviews, clinics, and other such activities as it may prescribe; and
  - d. **Certification** - Be responsible for:
    - i. Designating pre-certified officials;
    - ii. Certifying Association-level officials; and
    - iii. Recommending to the national committee candidates for national- and master-level official certification.

**ARTICLE XIII - 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, (i) acts in a manner detrimental to the purpose of USATF or Athletics, or (ii) has violated any of the Bylaws, Operating Regulations, or Rules of Competition of USATF, or of the Association, or (iii) 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 USATF Operating Regulation 11 and 12.*

**ARTICLE XIV - REDRESS OF GRIEVANCES**

A grievance may be any matter within the cognizance of USATF Colorado Association as described in Regulation 8. Grievances shall be filed and administered in accordance with Regulation 8.

**ARTICLE XV - SANCTIONS**

- A. **Domestic sanctions** - This Association shall have authority to grant sanctions to sports organizations or persons otherwise wishing to hold athletic competition in athletics, within this geographic area.
- B. **Sanctioning policy** - Unless USATF or this Association determines by clear and convincing evidence that holding or sponsoring an Athletics competition would be detrimental to the best interests of the sport, USATF or this Association 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 made in the first instance by either USATF or this Association, as appropriate. Approval of sanctions shall not be unreasonably denied. The decision to deny a sanction may be appealed:
  - 1. In the case of a denial by the Association, to USATF; or
  - 2. In the case of a denial by USATF, to the NABR.
- C. **Sanction requirements** - Sanctions are issued, withheld, or withdrawn in accordance with the requirements and provisions of USATF Operating Regulation 14.

#### **ARTICLE XVI - FISCAL AND LEGAL MATTERS**

- A. **Fiscal year** - The fiscal year of this Association is January 1 through December 31.
- B. **Depositories** - The Association shall, from time to time as necessary, designate depositories for funds, property, and assets belonging to or under the control of USATF;
  - 1. **Signatories** - Funds on deposit in banks may be withdrawn by voucher check upon the signatures of the President and Treasurer, for amounts over \$1,000, or by use of this Association's bankcard. Other assets or property of this association may be transferred from one depository to another by action of the Board; and
  - 2. **Imprest accounts** - The Association may establish separate accounts employing the imprest system for the liquidation of obligations requiring prompt payment, and it may authorize checks to be drawn thereon upon the facsimile of any one (1) officer.
- C. **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 this Association against losses resulting from infidelity, defalcation, or misappropriation by officers, of funds, property, or assets owned by or under the control of this Association.
- D. **Indemnification** - This Association may immediately indemnify any person who was or is a 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 an officer, 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 acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests 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 the best interests of USATF and this Association;

1. **Standards of conduct** - Any indemnification under this article shall be made by this Association only as authorized in the specific case upon a determination that the officer or official representative has met the applicable standard of conduct set forth herein. Such determination shall be made by the Board by a majority 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 (a) by a majority vote of the full Board pursuant to opinion and independent legal counsel, or (b) by the members of this Association at the next meeting;
  2. **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 officer 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
  3. **Applicability** - The indemnification provided by this section shall not be deemed exclusive of any other rights to which the officer or official representative may be entitled under bylaw, agreement, vote of membership, or otherwise. The indemnification provided by this section shall continue as to a person who has ceased to be an officer or official representative and shall inure to the benefit of the heirs, executors, and administrators of such a person.
- E. **Liability insurance** - This Association may secure comprehensive liability insurance coverage, including insurance for athlete/participant injury liability.
- F. **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 to each member of this Association and sent to the USATF National Office before the next annual meeting.
- G. **Legal counsel:**
1. **Counsel to the Board** - The counsel to this Association may be appointed by the President with the approval of the Board. 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, and other agents of this Association, render legal advice and assistance, and perform such other duties as the President or the Board may request. The Counsel to the Board shall have the right to the floor at 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, 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.

- H. **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 the President (or another officer designated by the President) and, if required, attested to by the Secretary.
- I. **Arbitration** - This Association agrees to submit to 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.
- J. **Conflict of interest** - Any individual representing this Association, or who has a financial arrangement with USATF or this Association, 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 President, in writing, of the existence of such interest, and the President 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.

## **ARTICLE XVII - DISSOLUTION**

Upon the dissolution of the Association, the Board shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all the assets of the Association exclusively for the purpose of the Association in such a manner, or to such organization or organizations, organized and operated exclusively for 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 provision of any future United States Internal Revenue Law), as the Board shall determine.

## **ARTICLE XVIII - SAVING CLAUSE**

Failure of literal or complete compliance with provisions 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.

## **ARTICLE XIX - AMENDMENTS**

- A. **General provisions** - Amendments shall be considered by this Association as follows:

1. **Voting for Bylaws approval** - Amendments to the Bylaws shall require for passage a two-thirds vote of those members present and voting at the meeting, 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; 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 conform with each other;
- C. **Emergency circumstances** - In emergency circumstances, this Association or its Board may adopt changes as follows:
1. **Vote of the membership** - Upon a ninety (90) percent vote at any meeting of this Association; and
  2. **Vote of the Board** - Where immediate relief is deemed necessary, the Bylaws and Other Regulations may be amended upon vote of ninety (90) percent of the total membership of the entire Board, such amendment to be effective only until the next meeting of the Association.
- D. **Submissions** - The following provisions shall govern submission 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 (90) percent vote at any meeting of this Association;
  2. **Submitters** - Amendments may be submitted only by a member of this Association;
  3. **Persons receiving submissions** - Amendments to the Bylaws and Other Regulations should be submitted to the chair of the Law and 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. Each submission shall be accompanied by a brief statement of the rationale for the 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

5. **Approval of submissions** -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.

Bylaws Revised August 20, 2001

Bylaws Approved Colorado Association October 22, 2001

Bylaws Revised January 5, 2002

Bylaws Approved Colorado Association January 15, 2003

Bylaws Approved USATF National 2003

Bylaws Revised and Approved Colorado Association September 30, 2008

**OTHER REGULATIONS  
OF THE  
COLORADO ASSOCIATION OF USA TRACK & FIELD**

**REGULATION 1 - MEMBERSHIP**

This Association shall have specific responsibilities in the collection of dues and fees from its members:

- A. **Collection of dues by the Association** - 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.

**REGULATION 2 - CERTIFICATION OF ATHLETE ELIGIBILITY**

- A. **Competition** - To compete in a national, regional, or Association championship, an athlete must be a USATF member. In other events conducted by the Association, the Association may require USATF membership.
- B. **Certification** - In lieu of membership, the 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. This certification shall remain in effect for the full season of the educational institution or branch of the Armed Forces.

**REGULATION 3 - CHAMPIONSHIPS**

- A. **General** - The championships of this Association shall be conducted in senior, junior, youth (including Junior Olympics), and masters classes.

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

- B. **Title** - All championships of this Association shall be known as the "Colorado/Wyoming Association of USATF Championships" and shall be referred to as such in all printed matter, entry forms, programs, and in its references.
- C. **Dates:**
1. **Track and field events** - All sport committees shall determine the dates of their championships after consulting with the Board of this Association;
  2. **Change** - No change in the dates shall be allowed once announced unless the announcement of the change can be made at least sixty (60) days before the earlier of (i) the proposed new date and (ii) the announced date. Any change of date must be agreed to be the chair of the appropriate subcommittee of the sport committee, unless a vote of the sport committee establishes the new date; and
  3. **Exceptions** - The only exception to the paragraph above is extreme inclement weather where it would be extremely detrimental to the athlete.
- D. **Notice** - At least (60) days' notice of the time and place of each Association championship shall be given to the Board and the Association sport committee chairs, who shall forward the information to the membership of their sports committee.

- E. **Finances** - This Association shall receive from its Association championships all entry fees generated by the championship event.

**NOTE:** *National championship procedures of USATF are set forth in USATF Operating Regulation 6.*

#### **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;
2. **Responsibility** - It shall be the responsibility of this Association's sport committee(s), 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; and
3. **Ratification** - Each sport committee shall have the responsibility of ratifying records in its events.

- 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 National Office President and the chair of the records committee.

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

The regulations concerning the certification of road courses is covered in USATF Regulation 6.

#### **REGULATION 6 - REPRESENTATION**

- A. **General** - An athlete shall be considered a member of this Association if they are a bona fide resident except as otherwise provided in paragraph B below:

1. **Attached athletes** - 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:
  - a. **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 this Association. Any such athlete shall score for the athlete's team in any championship or other competition;
2. **Unattached athlete** - An unattached competitor is an athlete member who represents no club, educational institution, or other organization. An unattached athlete may compete in this Association if such athlete is a member of this Association. An unattached athlete shall be identified at athletics events with this Association or place of residence, and not with a club. Examples of this would be "John Doe, unattached (Mid-Atlantic)," and "John Doe, unattached (Philadelphia, PA)";
3. **Notification of changes** - An athlete member who wishes to change representation shall notify this Association's membership chair prior to the effective date of the change; and

4. **Fees for changes** - All applications for changes of representation must be accompanied by a fee, if any, to be determined by the Association membership committee and/or Association sport committee.
- B. **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 appeal 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.
- C. **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; and
  3. **Exceptions:**
    - a. **Student** -An athlete who is a member of a club or organization who wishes to compete as an undergraduate 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 compete 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 and 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 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 which may or may not have a running program, and run for another club that has no race walking program; and
      - i. **Waiver** - The local membership committee may waive the ninety (90) day unattached period required by 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 7 - CLUBS

- A. **Definitions** - 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.
- B. **Purposes:**
1. **Competitive** – Association clubs, consisting of a minimum of five (5) registered athletes, 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; and
  3. **Training** – Association clubs which exist to provide non-collegiate athletes training at an educational institution facility shall be referred to as training clubs.
- C. **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.
- D. **Conflicts of interest** - No club shall represent a member athlete in any transaction if such a representation is a conflict of interest.

## REGULATION 8 – FORMAL GRIEVANCES AND DISCIPLINARY PROCEEDINGS

- A. **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 this Association.
- B. **Association Arbitration Panel** – The following shall apply to the appointment and conduct of the Association Arbitration Panel (AAP):
1. **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.

2. **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.
  3. **Terms** – Terms shall commence on January 1 of each even-numbered year.
  4. **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:
    - a. **Dilatory practices** – An AAP member who causes or permits delays in the hearing process; and/or
    - b. **Failure to follow procedure** – An AAP member who disregards or fails to apply the hearing procedures or other provisions set forth in the Association Bylaws, Association Regulations, USATF Rules, USATF Bylaws, and/or USATF Regulations.
- C. **Grievances** – A grievance may involve any matter, other than sexual misconduct and doping offences, within the cognizance of USATF that occurs in the jurisdiction of this Association.
1. **Grievance Complaints** – A Grievance Complaint shall state the following:
    - a. **Detrimental conduct** – Conduct detrimental to the best interests of Athletics, USATF, USATF Colorado Association has taken place; or
    - b. **USATF violations** – A violation of any of USATF’s Bylaws or Operating Regulations and/or of a violation of any of USATF Colorado Association Bylaws or Operating Regulations has occurred.
  2. **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 Colorado Association. A non-member, former director, or former officer of USATF Colorado Association shall be subject to the jurisdiction of USATF Colorado 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 Colorado Association or otherwise subject to the jurisdiction of USATF Colorado Association. A Grievance Complaint may only be filed by a person or entity affected by the issues raised in the complaint; and
  3. **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.
- D. **Disciplinary matters** – USATF Colorado 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 8 below.
1. **Activities subject to discipline** – USATF Colorado Association may discipline any member who, by neglect or by conduct:

- a. **Detrimental conduct** – Acts in a manner detrimental to the purposes of USATF, USATF Colorado Association, or Athletics;
  - b. **USATF, IAAF, and Sports Act violations** – Violates any of the Bylaws, Operating Regulations, or Competition Rules of USATF or the IAAF, or violates the Sports Act;
  - c. **Eligibility violations** – Violates the rules of eligibility for Athletics;
2. **Time limit** – Disciplinary proceedings must be requested within one (1) years from the time the complaining party knew or should have known of the issue giving rise to the request for a disciplinary hearing.
- E. **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:
- 1. **Representation** – May be represented in any disciplinary, grievance, or Association proceeding by a person(s) who may (but need not) be an attorney;
  - 2. **Right to appeal** – May appeal any adverse decision in accordance with this Regulation;
  - 3. **Attendance at hearing** – May be present at any hearing; and
  - 4. **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.
- F. **Initiation of proceedings** – Formal grievances shall be initiated as follows:
- 1. **Grievance complaint filing procedures:**
    - d. **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;
    - e. **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.
    - f. **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 Colorado Association or the IAAF;
    - g. **Facts of allegation** – Factual allegations shall be separately stated in concise language with one allegation set forth in each numbered paragraph of the Complaint;

- h. **Signature** – The Complaint shall be signed by the person filing the Complaint;
  - i. **Filing fees** – 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;
2. **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 returned Complaint may be re-filed within thirty (30) days of the initial filing. After thirty (30) days, the Complaint will be deemed abandoned;
  3. **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 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.
  4. **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;
  5. **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.
- G. **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:
1. **Documents** – A copy of the complaint or other documents giving rise to the proceeding, with any attachments;
  2. **AAP members and contact** – The names of the hearing panel members and the address and telephone number of the panel’s Chairperson;
  3. **Association Bylaws** – A copy of the text of this Regulation of the USATF Colorado Association Bylaws and any other relevant USATF Rule or Regulation; and
  4. **Other relevant documents** – A copy of any specifically identified document(s) related to the dispute.
- H. **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 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 under Regulation 8 (I) the panel chair may extend the time to answer.

- I. **Challenge to arbitrator(s)** – Within fourteen (14) days following the receipt of the Notice of Proceeding 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.
  
- J. **Hearing procedures** – The following procedures apply to formal grievance, and other hearings:
  1. **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.
  2. **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.
  3. **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.
    - a. **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.
    - b. **Deadline for request** – The telephone conference call hearing request must be submitted to the AAP Chairperson within ten (10) business days of the receipt of the Notice of Proceeding. Failure to submit a telephone conference call hearing request during the above-described time frame constitutes a waiver of the right to request a telephone conference call hearing.
  4. **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.
  5. **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;
  6. **Burden of proof** – The burden of proof is upon the complainant to prove by a preponderance of the evidence that conduct described in D-1 above has occurred;
  7. **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

8. **Closed hearing** – Hearings shall be closed to the public. Witnesses shall attend hearings only as necessary to provide testimony.
- K. **AAP decisions and opinions** – The following shall pertain to AAP final decisions and opinions rendered in hearings and appellate proceedings:
1. **Scope of decision** – All AAP panel decisions shall be consistent with USATF, USATF Colorado Association, and IAAF Rules and Regulations, and the Sports Act. If the implementation of any AAP panel decisions and opinion would have a significant budgetary impact on the USATF Colorado Association, the Budget Committee chair and/or the USATF Colorado 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 Colorado 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;
  2. **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:
    - a. **Issue** – The question(s) the AAP panel was asked to decide;
    - b. **Arguments** – A brief summary of the arguments made by each party;
    - c. **Findings of fact** – The findings of fact upon which the panel based its decision;
    - d. **Citations** – A citation to the applicable IAAF, USATF, USATF Colorado 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
    - e. **Stay provision** – Whether the effect of the decision shall be stayed in the event of an appeal, if appropriate;
  3. **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;
  4. **Effect of decision** – All AAP panel decisions shall be effective upon the date rendered, unless otherwise stated in the decision.
- L. **Appeals** – The decision of the arbitrators may be appealed pursuant to USATF Regulation 11-P.

Other Regulations Revised August 20, 2001

Other Regulations Approved Colorado Association October 22, 2001

Other Regulations Revised and Approved Colorado Association September 30, 2008

