

## **Policies of the USATF Inland Northwest Track & Field Association**

These are the official policies of the Inland Northwest T&F. Policies may be amended by a majority vote at any meeting. The USATF Rulebook and Directory are the official sources where applicable.

### **1. Records**

- A. Inland Northwest age group records can only be set by Inland Northwest athletes.
- B. Junior Olympic records can be set by Inland Northwest registered athletes at the Association Championship level and above.
- C. Getting the results will not be the responsibility of the Records Chair.
- D. Wind gauge is not required for Inland Northwest records but is required for national records.
- E. Developmental, All-Comers, Fun Runs, park and school meets shall not be eligible for Inland Northwest records or rankings.
- F. Records are for track and field only, not for cross country.

### **2. Association Meets**

- A. An application for sanction must be submitted prior to the meet, preferably 21 days in advance
- B. Results should be sent to the records chairman within 3 (three) days of the meet
- C. A financial report must be returned to the treasurer within three weeks
- D. The revolving trophies for the Inland Northwest Age Group Championships (Youth boys and girls and Masters men and women) are provided by Inland Northwest T&F. The winning team pays for engraving. There will be no revolving trophy for cross country.
- E. There may be a developmental (6 and under) section within a sanctioned meet. The points scored do not count toward team trophies. No award greater than a ribbon may be awarded. They shall be limited to three (3) events per meet. This shall apply only to track and field.
- F. Meet Directors may follow the age group designations that have been established by national office.: 8 & Under, 9-10, 11-12, 13-14, 15-16, 17-18. A USATF membership will be required of all athletes at USATF Association, Junior Olympic, or Regional meets and must follow the age groups listed above.
- G. Developmental meets may be run on an all-comers basis, open to all athletes who qualify by age group. Such meets shall have no awards

greater than a ribbon and no culminating meet. Entrants at these meets do not need USATF membership. These meets must be sanctioned for insurance purposes.

- H. Any items borrowed from, or supplied by the association shall be returned to the association no later than 3 weeks after the meet is over. It will be the hosting team's responsibility to arrange getting these items returned. Requests for equipment from the association should be addressed with the equipment chair.
- I. Meet sponsors are encouraged to keep spectator fees reasonable by including family rates. All spectator fees should be printed on the entry form.

### 3. Junior Olympics

- A. All USATF member athletes will be entered into meets using the online registration system. Phone entries will be at the discretion of the Meet Director. Day of the meet entry fee of up to \$10 may be charged.
- B. Meet Directors shall return all unused ribbons to the youth chair.

### 4. Membership

- A. The following are the steps for obtaining a membership:
  - 1. Apply online through the USATF website for a membership
  - 2. Submit a copy of age verification to membership chair (Youth Only). Proof of birth date must be submitted to the membership chair for age verification purposes. Acceptable forms of verification are birth certificate, state issued ID, driver license, passport or any other government issued ID. Documents submitted to membership chair are to be destroyed/removed from email once the verification is done. No documents are to be kept.

### 5. Clubs

- A. Steps to becoming a club are as follows:
  - 1. The head coach applies through the USATF website to become a club
  - 2. All coaches for the club (Volunteer and paid) must obtain a current USATF membership and complete a background check.
  - 3. All coaches for the club (volunteer and paid) must complete SafeSport training through the USATF website.
  - 4. All coaches for the club (Volunteer and paid) must read and sign the Coaches Code of Conduct and return the form back to the club's chairperson.
- B. Each club participating in a meet shall provide **one official for every ten (10) participants with a minimum of one official.**

## **6. Financial**

- A. The financial goal of the Inland Northwest Association is to support the USATF program and to promote it whenever feasible. It will also give financial support to USATF Convention delegates as it is able.
- B. Any purchases made with Inland Northwest Association monies must have a receipt submitted to the treasurer within 24 hours of purchase.
- C. It shall be the responsibility of the president and treasurer of the association to be accountable for all monies spent with association funds, therefore all monies spent shall be pre-approved by both the president and treasurer in writing, from both parties, before the purchase can be made.

## **7. Miscellaneous**

- A. No one may contact athletes or coaches individually to solicit the athlete to join a track club outside the boundaries of the public school district in which the club holds its practices. Provided, that this will not apply if there is no track club in the public school district where the athlete resides. This does not preclude athletes contacting clubs, nor does it prohibit a club from advertising its existence and its program outside its boundaries.
- B. Complete results shall be uploaded to the current registration website after the conclusion of the meet.
- C. A Master Athlete of the Year award will be voted on annually at the Inland Northwest Annual Meeting unless there are fewer than two nominations.
- D. The association shall be responsible for all rubber discus and iron shots. Each discus and shot shall be clearly marked to avoid loss.
- E. Many pieces of equipment are available for loan to meet directors from the Inland Northwest T&F Equipment Chairman. This includes watches, clipboards, shots, discus, etc. Pole Vault poles will be responsibility of the athlete. A list of available equipment appears on the Inland Northwest website.

## **8. Formal Grievances and Disciplinary Proceedings**

- A. **Jurisdiction:** This Association shall have jurisdiction over all disciplinary 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 the Association shall be effective only within the jurisdiction of the Association.

**B. Association arbitration panel (AAP):**

1. **Members:** The panel shall be appointed, as needed, by the President and shall consist of a chair, an at-large member, and an athlete member. Members of the AAP shall not be members of the Association board of directors.

**C. Grievances:**

1. **Grievance complaints:** A grievance complaint shall state the following:
  - a. **Detrimental conduct:** Conduct detrimental to the best interests of athletics, USATF, or USATF Inland Northwest has taken place; or
  - b. **USATF violations:** A violation of any of USATF's bylaws or operating regulations and/or a violation of any of USATF Inland Northwest's bylaws or operating policies has occurred.
2. **Parties:** Grievance Complaints may be filed only by and against individuals or entities which were, at the time that the conduct occurred, and at the time that the complaint is filed, members, directors, or officers of USATF or otherwise subject to the jurisdiction of USATF Inland Northwest. A non-member, former director, or former officer of USATF Inland Northwest shall be subject to the jurisdiction of USATF Inland Northwest for the purpose of defending against a Grievance Complaint for an incident that occurred while he or she was subject to the jurisdiction of USATF Inland Northwest. 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 Inland Northwest shall have the authority to discipline any member who, by neglect or by conduct, acts in a manner subject to discipline pursuant to Policy 9-D-1 below:

1. **Activities subject to discipline:** USATF Inland Northwest may discipline any member who, by neglect or conduct:

- a. **Detrimental conduct:** Acts in a manner detrimental to the purposes of USATF, USATF Inland Northwest, or Athletics;
  - b. **USATF, IAAF, and Sports Act violations:** Violates any of the by-laws, 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 year 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 policy, 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 hearing by a person(s) who may (but need not) be an attorney;
  2. **Right to an appeal:** May appeal any adverse decision in accordance with this policy;
  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**
    - a. **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.
    - b. **Language:** All documents filed and exchanged with respect to this policy 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.

- c. **Basis for the complaint:** The complaint shall allege clearly the nature of the dispute and, where appropriate, state the specific violation of the By- laws, Operating Procedures, Competition Rules, or Policies of USATF, USATF Inland Northwest, or the IAAF.
  - d. **Facts of allegation:** Factual allegations shall be separately stated in concise language with one allegation set forth in each numbered paragraph of the Complaint;
  - e. **Signature:** The Complaint shall be signed by the person filing the complaint;
  - f. **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 Inland Northwest Track and Field.
2. **Failure to comply with Complaint procedures:** Complaints that fail to comply with the procedures outlined in this policy 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 chair 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 policy. One panel member will

be selected as chair with the responsibilities to control and conduct the process.

- G. **Notice of proceedings:** Within thirty (30) days of the commencement of a formal grievance all interested parties and the hearing panel 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 chair;
  3. **Association bylaws:** A copy of this policy of the USATF Inland Northwest 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 respondents to answer within thirty (30) days after the receipt of the Notice of proceedings will be deemed a waiver by respondent of the opportunity to have a hearing or have an appeal of any adverse decision. Upon such failure, and after confirmation of the receipt of the Notice of proceeding by all parties, the hearing panel may proceed in the absence of the respondent and may decide the matter with or without a hearing and with or without taking testimony and evidence as it deems appropriate. If a party raises a hearing party challenge under policy 9-H 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 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 chair 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 chair 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 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 chair 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 a 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 chair within ten (10) business days of the receipt of the Notice of Proceedings. Failure to submit a telephone conference call hearing request constitutes a waiver of the right to request a telephone conference call hearing.
4. **Delays:** If an interested party causes any 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 Policy 9-C-1 or 9-D-1 above has occurred;

7. **Hearing record:** An official transcript or recording is highly recommended for hearings conducted by the 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 hearings:** 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 Inland Northwest, and IAAF Rules and Regulations, and the Sports Act. If the implementation of any AAP panel decision and opinion would have any significant budgetary impact on USATF Inland Northwest, the USATF Inland Northwest Treasurer shall review it and report his/her 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 Inland Northwest 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;

L. **Form of decision and opinion:** The AAP decision shall state in one or two brief sentences which party the AAP have ruled in favor of. The opinion of the AAP panel shall set forth the following:

1. **Issue:** The question(s) the AAP panel was asked to decide;
2. **Arguments:** A brief summary of the arguments made by each party;
3. **Findings of fact:** The findings of fact upon which the panel based its decision;
4. **Citations:** A citation to the applicable IAAF, USATF, USATF Inland Northwest, 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;

5. **Stay provision:** Whether the effect of the decision shall be stayed in the event of an appeal, if appropriate;
- M. **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, or after the submission of any post hearing documentation to the panel.
- N. **Effect of decision:** All AAP panel decisions shall be effective upon the date rendered, unless otherwise stated in the decision.
- O. **Appeals:** The decision of the arbitrators may be appealed pursuant to USATF Regulation 11-P.

**Historical amendment:**

Association Policies Adopted September 1988

Amended September 1989, January 1993, July 1995, March 2000, September 2002,  
September 2008, September 2019