



BY-LAWS

INCLUDE: REVISIONS INCLUDE

MICHIGAN'S CODE OF CONDUCT AND RESPONSIBILITY

RUNNERS RULES

Submitted By: Jacqueline DeVose
President

BYLAW 2023 REVISIONS OF
MICHIGAN ASSOCIATION OF USA TRACK & FIELD INC

ARTICLE I

The name of this organization shall be the Michigan Association of USA Track & Field Inc. The terms "Michigan Association USATF," maybe used for the purpose of brevity.

ARTICLE II

DEFINITIONS

The words "Track & Field" herein shall include cross-country running, long distance running, race walking, track and field, and any other jurisdiction granted by USA Track & Field, henceforth to and to referred to as USATF.

ARTICLE III

PURPOSE

The purpose of the Association is to act as the Michigan Association area representative to USATF and in connection with that purpose:

- A. To encourage, improve, and promote the sport of amateur Track & Field in the area of Michigan as defined by USATF in accordance with the purpose set forth in the Bylaws of USATF.
- B. To protect and promote, mutual interests of the Members.
- C. To institute, regulate, and conduct, or award amateur Track & Field Championships of the Association.

ARTICLE IIII

AUTHORITY

The Association shall possess, through USATF, all authority of that body in the sport of Track & Field. The Association shall be autonomous in the administration of Track & Field and to that end shall exercise independent jurisdiction, supervision, and control over the administration, eligibility, sanctions, authority, representation, and rules of competition for the sport of Track & Field in the Michigan area as defined by USATF.

ARTICLE V

CONSTITUENCY

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.

- a) 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.
- b) Suspension & Expulsions: any individual or group recognized by this Association which has violated any of these provisions in the National Bylaws Regulations, USATF Bylaws Michigan, Operating Regulations, Rules of Conduct, or any operating policy approved by the USATF Executive Board, Board of Governors, or any operating policy approved by this Association may be suspended, after due notice. The party in question is given an opportunity to be heard, by the body designated to conduct such hearings. The decision and severity of the suspension will be made solely by the President of this Association.
- c) Designated Body: Association President, Board of Governors President, one designated member of the Association, Committee Chair of that specific discipline where the problem lies.

ARTICLE VI

MEMBERSHIP

Individual Membership: Individuals may apply for membership in USATF through an Association or the USATF website – www.usatf.org. Except in circumstances permitted pursuant to Regulation 7-C-3-c, a member may only belong to a single Association as an athlete at any one time. Otherwise, a member may belong to more than one Association, provided the member is registered as an athlete in no more than one of the Associations. A member belonging to multiple Associations must pay a full membership fee to each of the Associations. Coaches and others who work with youth athletes may be subject to a compulsory disclosure program approved by the Board.

- 1) While a member of USATF may now be a member in more than one Association they can only have “athlete” checked off in their member profile for a single Association.
- 2) This allows an athlete who has transferred out of their “zip code-based” Association, so they can represent a club in another Association, to also maintain a membership in their “zip code-based” Association for the purpose of a) coaching/volunteering with a club, b) hold an elected or appointed position within the association, and c) vote in Association elections and meetings.

VOTING MEMBERS

All members who are over the age of eighteen are entitled to participate in the voting at meetings of this Association. No individual may cast more than one vote on any motion or in any election. All voters must be current members of the Michigan USATF 30 days prior to the date of the our Michigan Association Annual Meeting in which a vote will be conducted.

ARTICLE VII

MEETING

Annual Meetings: The annual meeting of this Association shall be held no later than two months prior to the USATF National Convention Meeting. The meeting will be held, at such date, time and place as may be obtained by the President.

Special Meetings: the President shall hold special meetings of this Association upon call. This meeting would be held for the purpose of addressing grievances or problems they receive. Meeting procedures: The following shall govern the conduct of all meetings of this Association.

1. Notification of meetings:
 - a. Notice of the meeting will be distributed by the Michigan Association email blast and listed on our Website.
 - b. If a website 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 email blast.
 - c. The initial meeting notice must be sent by means under which it will arrive at least thirty (30) days prior to the date of our Annual Meetings.
 - d. Any notice of a meeting change must be at least fourteen (14) days prior to the meeting.
2. Quorum:

A quorum shall consist of no less than six (6) sanctioned members of the Michigan Association.
3. Agenda:

The President shall prepare an agenda and or consult with any association staff members on the agenda items. The agenda shall be presented to the members by the start of the meeting as one of the first orders of business.
4. "Rules of order". Questions of order shall be decided by the chair in accordance with Roberts Rule of Order.

ARTICLE VIII

VOTING

The following guidelines shall apply to all elections of the officers of the USATF Michigan Association.

A. Election notice:

1. Notice must be distributed by email blast or Michigan Association website.
2. If a website is to be used to inform members of the elections, then members must be informed where to find information on the website through a email blast.
3. 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;
4. 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. Nominations for all officers shall be submitted in writing along with qualifications.
2. A candidate must be a member of the Michigan Association 30 days prior to election. Must be eighteen (18) years of age.
3. A candidate needs one (1) nominator and one (1) who will second, who is also a member of the Michigan Association.

C. Voter Criteria:

1. One (1) person shall cast only one (1) ballot, regardless of how many positions held within the Association the person occupies.
2. Voters must be a minimum age of eighteen (18) on the day of the election.
3. Except for renewals from the previous year, individuals must be members in the month, which ends more than one full month preceding the election.
4. Appointees: An appointed committee chair or Board member shall not vote in elections in that capacity, but may otherwise qualify for a vote as a member.
5. Club 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. One additional vote for each 100 registered members.
6. **Two members from the same house hold, organization or club cannot run for an elected office as it is a conflict of interest.** (Amendments for 2017 bold and underlined)
Majority Vote

7. Organizations votes: If an organization has more than one (1) Vote, each ballot must be cast by a different representative;
8. Membership: Organizations and any person representing an organization in Association voting matters must be members of USATF;

D. Conduct of Voting: The election shall, at a minimum, be advertised to all member organizations in the Association, must be active in the discipline.

1. Uncontested elections may be voted by acclamation; and
2. A secret ballot must be used for contested elections.
3. All ballots will be destroyed at the close of the meeting.

E. Counting of ballots:

1. A panel of at least three (3) individuals 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 contested office.
2. Mail Ballots: Mailed Ballots shall only be opened in the presence of the 3 panel members. If circumstances prevent the appointed panel from convening in a timely manner, a new panel meeting the criteria in (a) above may be convened to count the ballots.
3. Emailed and Mailed Ballots shall be sent to Association Secretary prior to election. ***The election may also be conducted by mail or electronic ballot using the procedures stated above.***

F. Committee Chairs:

1. All committee chairs, must be at least eighteen (18) years of age and a member of the Association. Chairs shall be appointed for a two (2) or more terms by the President.

G. National Delegates:

1. National Delegates shall be appointed by the President of the Association.
2. They must be members of USATF

H. Majority requirements:

- a. Officers: Regardless of whether a mail ballot is used the president and secretary of the Association must be elected by a majority of the ballots cast. If a run-off election is necessary, the notification requirements shall be the same

- b. Plurality: In other mail ballots elections, a plurality may be accepted;
- c. In-person majority: In elections conducted at meetings, a plurality may be accepted in the first round except for the election of national delegates; and
- d. Run-off candidates: In run-off elections, candidates equal to twice the remaining positions shall be on the ballot;

I. Election Protests:

- a. Regulation 11: Except as indicated below, Regulation 11 (pages 92-94) shall apply to election grievances. Protests may only be made after the election process is concluded;
- b. Panel Composition: An NABR panel from a different USATF region shall be appointed to conduct the hearing. All hearings shall be by conference call. The panelists shall be selected as follows:

Association Location	Panel Location
East	South
South	North
North	West
West	East

- c. 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
- d. Further action: The NABR panel may recommend or require changes for future elections in the Association;

- I. Employees and elections: Current employees (working within the past ninety day) 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; and current Association employees may, at the discretion of the Association, seek election by the Association as a national delegate, or any other representative position at the national level. Transition date: Association shall amend their bylaws to reflect the Provisions of this paragraph no later than the annual meeting in December.

ARTICLE VIII

OFFICERS AND THEIR DUTIES

The officers of this Association shall be President, Vice President, Secretary, Membership Chair and Treasurer.

- A. Duties: the officers shall perform the following duties as well as any other duties prescribed by these by-laws, the USATF by-laws or Operating Regulations, Code of Conduct or the board of this Association.
1. The President shall preside at all meetings of USATF and its Board. Be an ex-officio non-voting member of all committees. Shall manage and supervise the affairs of this Association. Select committee chairs and other such members that he or she is entitled to appoint as well as other appointments authorized by these by-laws after consultation with the other officers. He or she may likewise terminate such appointments with a good cause upon written notice to such appointees and the other officers.
 2. The Vice-president shall perform duties Assigned by the President and Board. In the temporary absence of the President from a meeting, They shall serve as acting chair.
 3. 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. The Membership Chair shall keep or cause to be kept records of all registered members for the year in question, supply individual and club membership requests in a timely manner, submit all monies to the Associations bank account of record, this includes disbursement of benefit materials supplied by the National USATF.
- B. Election:
- All officers are to be elected for **four (4) years terms, Amended The Treasurer will be elected for a four (4) year term**. The Annual meeting of the Association will be held in September of each year. New officers will take office January 1st of the coming year. There shall be no term limits. **(Amendments for 2019 bold and underlined) Majority Vote**

ARTICLE X

EXECUTIVE BOARD

The Executive Board shall be composed as follows:

- A. The officers of the Association, which is composed of five (5) members.
- B. The Board shall manage and supervise the affairs of the Association and perform those duties specified in these bylaws.
- C. The Board may conduct its affairs either at the meeting or by a conference call.
- D. The term for Board members shall be set by their term of Office.
- E. A Quorum for a Board meeting shall consist of a majority of the Board members.

ARTICLE XI

COMMITTEES

Michigan Association Committees shall consist of the following:

- A. Men's Track & Field
- B. Women's Track & Field
- C. Master's Track & Field
- D. Youth Athletes
- E. Men's LDR
- F. Women's LDR
- G. Master's LDR
- H. Race Walking (Youth, Men's, Women's, Masters)
- I. Officials

Duties and Responsibilities:

- A. They shall have jurisdictions over carrying out the rules of USATF National, the Association, and the Code of Conduct in their specific discipline when championships are conducted in the Association.
- B. They shall coordinate the local and domestic competition calendar in its discipline.
- C. They shall advise and serve as a resource for the Association, its officers, and its boards, either individually or collectively, with respect to current fund-raising and marketing & media practices and policies which might be applicable to their particular needs and situations and act as a liaison for the President with the approval of the Board.

ARTICLE XII

BOARD OF GOVERNORS

The Board of Governors shall consist of prominent persons in the Association appointed by the Executive Board for the purpose of furthering the aims and goals of the Association. It will organize and administer the annual awards banquet, and any other similar activities that build and enhance the prestige of the Association. Appointees shall serve a term of 2-4 years, and can be reappointed indefinitely. All ex-presidents who served a 4 year team will automatically be added to the board after they leave office indefinitely (cannot be removed).

ARTICLE XIII

DISCIPLINARY AUTHORITY

The Association shall have the authority to discipline any member, delegate, athlete, coach, clubs, club board and executive board members, manager, official, and trainer, member of any committee, and any other person or entity participating in Athletics, who, by neglect or by conduct. (i) act in a manner detrimental to the purpose of USATF or Athletics, (ii) has violated any of the Bylaws, Operating Regulations, or Rules of Competition of USATF, Michigan USATF Code of Conduct, or of the Association, or (iii) has violated the rules of eligibility.

ARTICLE XIV

REDRESS OF GRIEVANCES & DISCIPLINARY

- A. A grievance may be any matter within the cognizance of this Association other than doping offenses described in USATF Operating Regulation 10. A Grievance Complaint shall state that (i) conduct detrimental to the best interest of Athletics or USATF has taken place, or (ii) a violation of any of the Bylaws or Operating Regulations of USATF has occurred, or (iii) the rules of eligibility as defined by the IAAF has been broken. Grievances Complaints may be filed only by individuals who were, at the time that the conduct complained of occurred, member's directors or officers of USATF. Except as provided in USATF Regulation 11-A-3, Grievance Complaints of the act-giving rise to the Complaint.
- B. Grievance Complaints shall (i) be filed with the Association President, (ii) be signed under oath, (iii) allege with particularity the nature of the grievance, and, where appropriate, the USATF or IAAF rule which has been violated or broken, and (iv) ask that USATF take such action as may be appropriate and in accordance with its rules. Factual allegations shall be separately stated in concise language with one such allegation set forth in each numbered paragraph of the Grievance Complaint. The Failure of a Complaint to comply with the preceding sentence shall not be grounds for its dismissal. Providing the Complaint clearly makes specific allegations that are proven, would justify one of the conclusions set forth in Paragraph A above.
- C. Upon Receipt of a Grievance Complaint, the President or his/her designee shall use every effort to resolve the grievance through informal means, and, in the case of grievances pertaining to a specific athlete or a specific sport discipline, the

President shall also confer with the chair of the sport committee for the discipline involved. As part of the informal resolution process, all respondents named in the Grievance Complaints shall be served with a copy. The grievance or disciplinary hearing will be held within forty-five (45) days of the filing of the proceeding;

- D. If the informal resolution of the Grievance Complaint is unsatisfactory to any party, such party may invoke the provisions of USATF Regulation 11 and request that the grievance be resolved by a formal grievance proceeding before a National Athletes Board of Review. NOTE: Procedures and appeals: The procedures applicable to formal grievance proceedings and appeals are set forth in USATF Regulation 11.
- E. Arbitration: Both parties will be able to have a hearing with an arbitration panel. The selection of an impartial three-person arbitration panel will be done by the board of directors of Michigan USATF. The panel will include at least one Active Athlete, to hear and decide grievance and disciplinary matters. The arbitrators shall not be members of the Association Board or Executive Committee; Also in accordance with Michigan USATF Article XV

2006 AMENDMENTS

ARTICLE XV

REMOVAL OF OFFICERS AND COMMITTEE CHAIRS

- A. Michigan USA Track & Field encourages all Officers and Members to respect each other, be sensitive to each other's needs, and to communicate directly if conflict arises. We encourage each person, regardless of status or tenure, to offer constructive criticism and suggestions for improvement.
- B. We have established a system to resolve complaints quickly, fairly, and informally in order to devote maximum time, resources, and energy to our mission. This system does not entitle anyone to continued employment or service, specified resolution, or acquiescence to a specific request or desire. Instead, it is intended to enhance communication, improve working conditions and relationships, and to resolve differences in a confidential, non adversarial setting. Any Officer or Committee Chair who uses the established procedures can be assured that he or she will not be subjected to discriminatory or retaliatory action or penalized in any way.
- C. **Removal:** Any officer or committee chair elected or appointed by the membership may be removed by the board of directors whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer shall not of itself create contract rights. The removal of Association officers and committee chairs; shall be done by a two-thirds majority of the membership at any quarterly meeting, provided that a notice of proposed removal from office signed by at least 20 percent of the regular members of the Association has been mailed to each member qualified to vote at least 30 days before the meeting.
- D. **Dispute resolution:** Officers and Committee Chairs can choose to have their grievances resolved by a hearing of the Executive board, Informal Hearing by the President of Michigan USATF, Mediation; the complainant must select this option within 45 days of the dispute, or opt to use

a Grievance Process comprised of an impartial three-person Arbitration Panel. When mediation is chosen, the legal hearing and decision deadlines set by the grievance procedure are

suspended. In addition, Officer and Committee Chairs must understand that if the grievance results in binding arbitration, he or she is then bound by the final decision.

- E. The parties to the grievance must, select the arbitrator or, if the parties cannot agree, the Association Chair will, upon request, appoint one within fifteen days. The law provides that the aggrieved party may submit the grievance to binding arbitration before a qualified arbitrator. The process for or Arbitration outlined below:

- Notify Interested Persons of the Procedure
- Sign a document to respect the privacy of all conversations
- Written Grievance
- The Grievance Hearing
- Plan the Investigation
- Interviewing Witnesses
- Selection of the Arbitrator and Procedures
- Binding Arbitration
- The Decision

Process for Mediation

- F. The mediator reviews basic rules and his or her role in the process and explains how mediation differs from other forms of dispute resolution. The complainant will then, without describe his or her position. The other persons should listen and, if they desire, take brief notes. The mediator can clarify any points that might be unclear or inaccurate. The other party is given the opportunity to describe his or her position without interruption. The mediator repeats the action described above, but with the party roles reversed. If agreed to by the parties, the parties may call witnesses or produce documents to corroborate their position. Each party is invited to make a brief closing statement. The mediator gets all parties to agree on the common ideas and then tests the acceptability of the remaining solutions.

- Opening Statement and Commitment to Mediation
- Complainant's Statement
- Mediator Action
- Responding Statement
- Mediator Action
- Collecting Evidence
- Closing Statements
- Solution Brainstorm

2017 AMENDMENTS

ARTICLE XVI

C. Voter Criteria:

6. **Two members from the same house hold, organization or club cannot run for an elected office as it is a conflict of interest.** (Amendments for 2017 bold and underlined)
Passed by Majority Vote

D. Conduct of Voting:

3. **All ballots will be destroyed at the close of the meeting.**

2018 AMENDMENTS

No Amendments for 2019

2019 AMENDMENTS

No Amendments for 2020

No Amendments for 2021

No Amendments for 2022

No Amendments for 2023

ARTICLE XVII

REPLACEMENT OF OFFICER OR COMMITTEE CHAIR

- A. **Replacement:** The replacement of Association officers and committee chairs; shall be done by holding a special election for interim officers until next annual meeting which is held the 2nd weekend of September, each and every year. At that time nominations or recommendations will be accepted 30 days prior to meeting.
- B. **Dispute resolution:** Refer to Article XV Section D - F
- C. **Challenge:** The opportunity for a party to a grievance or disciplinary proceeding to object to the participation of an arbitrator who the party feels cannot act impartially due to a real or perceived conflict of interest; The panel chairperson may extend the time to answer if a panel member is challenged. If a party raises a hearing panel challenge under Regulation 11 – I, the panel chair may extend the time to answer. Failure to bring a timely challenge against the seating of an arbitrator constitutes a waiver of such challenges.

- D. **Filing:** Special procedures for filing and handling grievances against an officer of the Association which exclude the officer from the grievance administration process;
- F. **Dates:** All grievances must be held within 30 days of receipt of offense and will be entered with the date received in the office of the Michigan Association President. The appeals panel chairperson shall establish a hearing date within (10) days of the appointment, after consulting the parties and the other panel members. The hearing shall be scheduled to commence within thirty (30) days following the appointment of the panel chairperson.
- G. **Delay:** The appeals panel chairperson may grant a reasonable delay, not to exceed thirty (30) days, if she or he determines that no prejudice would holdup either party as a result of such delay; This will give the arbitrators the opportunity for the grievance to be dismiss or rule against any party who delays the proceedings, is uncooperative or is unprepared to present evidence or a defense at the grievance or disciplinary hearing; provided that proper advance notice of the hearing has been given to the party.
- H. **Appeals:** The decision of the arbitrators to be appealed pursuant to USATF Regulation 11-P which states: A written notice of appeal must be signed by the appellant (the party filing the appeal) and postmarked within thirty (30) days of the decision from which appealed Regulation (11 p. a. i.) When appealing Association Appeal: The notice of appeal from an Association hearing decision shall be sent to USATF National Headquarters, the Secretary, the President of Michigan Association, and the Michigan Association Secretary. Regulation (11 p. b. i. ii.) Filing fees shall be One Hundred Fifty (\$150.00) for an appeal by an individual accompanied by a transcript of the prior proceeding or minutes of the Committee meeting; Two Hundred (\$200.00) for an organization or committee appeal that is not accompanied by a transcript of the prior proceeding or minutes of the Committee meeting. Refer to 2006 Governance Manuel Regulation 11 p. (b) i. and ii. Page 99.

ARTICLE XVIII

CONFIDENTIALITY DISCLOSURE

Directors and officers are under a duty to treat as confidential the organization's internal activities, unless there has been general public disclosure or the information is a matter of public record or public knowledge.

ARTICLE XVIII

MICHIGAN USATF CODE OF CONDUCT

See Attachments and Amendments:

- A. Booklet sent to National Headquarters as part of our by-laws. Also can be viewed on the website www.michigan.usatf.org

ARTICLE XX

FISCAL AND LEGAL MATTERS

The fiscal year of this Association is January 1 through December 31. This Association shall immediately indemnify any person who 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 with a director, officer, employee, or official representative of this Association against expenses, including attorney's fees, judgments, fines, and amounts actually and reasonably incurred by him or her in connection with such actions, suit or proceedings, 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 it's 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 interest of USATF and this Association.

ARTICLE XXI

DISSOLUTION

Upon the dissolution of the corporation, the Board shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such a manner, or to such organization or organizations, organized 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 XXII

AMENDMENTS

Amendments shall be considered by this Association as follows:

- A. Amendments to the Bylaws shall be made according to Regulation 11 and 15 According to USATF National Governance Manual, and Association Accreditation process. Without prior notice to the board if deadline are attached by the National Bylaw Review Committee or
- B. 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
- C. proposed amendments has been submitted in writing to the members of the Association at least thirty (30) days prior to the meeting or
- D. 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 (30) days prior to the meeting.
- E. Amendments to Bylaws shall be to the USATF Michigan Clubs, they must adopt the Election of Officers and Committee Chairs Article VIII and all sections under that heading as it applies to fair due process of electing executive and board members. Also to include in their Club Bylaws Replacement of Officers and Committee Chairs Article XV A thru F and Replacement of Officers and Committee Chairs Article XVI A thru H, Process of Mediation XVI F.
- F. Amendments to Bylaws XIII disciplinary Authority to include the word clubs, club board and executive board members.

2017 AMENDMENT

ARTICLE XVI

C 6. Voter Criteria:

Two members from the same house hold, organization or club cannot run for an elected office as it is a conflict of interest. (Amendments for 2017 bold and underlined)
Majority Vote

H. Conduct of Voting:

3. **All ballots will be destroyed at the close of the Annual Meeting.**

2019 AMENDMENTS

Amendments for 2019

CODE OF CONDUCT AND RESPONSIBILITY: 14 **All Coaches and Volunteers must complete the Background Screen every 2 years and Safe Sports Training Annually.**

2020 AMENDMENTS

2021 AMENDMENTS

No Amendments for 2021

No Amendments for 2022

No Amendments for 2023

Revised: 9/25/2023

By: Jacqueline DeVose

President Michigan USATF

Signed: **Jacqueline DeVose** September 25, 2023

President

Date

Signed **Darlene Barber** September 25, 2023

Secretary

Date



CODE OF CONDUCT AND RESPONSIBILITY

By: Jacqueline DeVose
President
September 25, 2023



RUNNERS RULES

1. Must have USATF Membership Cards if you are a member of a USATF Registered Club. Renewal is done the 1st day of November each year. Coaches must have received a birth certificate from each athlete.
2. All USATF rules must be followed.

PARENTS ROLE

1. Be prompt in delivering your child to practice and picking them up.
2. Stay and watch practices and lend your support in a positive manner.
3. Build an attitude of Doing your best, and being a good listener. Make your child feel important and let them know that they are contributing to a team effort. (good sportsman like conduct)
4. Allow your child to be a child and enjoy the experience without pressure from you to perform.

It is your coach's responsibility to maintain order in his team area. If your behavior is loud, rude, or detrimental to the team, you will be asked to leave. If you choose not to behave, the official, meet director, or meet referee may choose to remove you from the premises, regardless of the time remaining. Remember, you are not a runner, but just a spectator. Your bad behavior can adversely affect the outcome of the meet. Your positive support and enthusiasm can be an asset to your child's team.

5. In competition someone always loses. Parents encourage your child to win gracefully, and not boastfully. If you lose, do not allow your child to become negative.
6. Purchase a rule book from the USATF Officials Chair and go through it with your athlete. It is always best if you know the rules so that you can make sure everyone is following them.

GUIDELINES FOR TRACK

1. Too much competition, too soon, can slow down a child's progress in skill Development.
2. Make fun and technique development your first priority.
3. Your child's coach will need all the support and help you can offer. Please Make yourself available and volunteer at the meets in your spare time. **But let the coach do the coaching.**
4. Disagreements with the coach and or officials do not belong on the track or in Public areas surrounding the track. Questions, input, and positive suggestions should be voiced to the coach. The youth/athlete should not be present.
5. The overall purpose is to enjoy the event and the opportunity to be with your Child as he/she learns and participates in the sport.

Giving one's best makes you a winner

COACHES GUIDELINES

1. The _____ was formed to provide development of Their athletes in the sport of track, field, race walking, and long distance running. Therefore devoting time to the athlete is your main objective.
2. All representatives of _____ should keep in mind that their club must be registered members of USATF, all coaches, athlete and volunteers must have individual USATF Membership cards.
3. **Registered Athletes of your team, according to Regulation 7 –c-2 of the USATF Bylaw/Regulation Handbook states:** How long must an athlete wait prior to transferring from one club to another?

Answer: there is a 90 day waiting period for transferring from one USATF member club to another USATF member club. The 90 days is measured from the date the athlete last competed in a USATF: Sanctioned competition: An athlete is not eligible to represent a club in a USATF: sanctioned competition if he/she has represented another club during the previous 90 days.

Where can representation occur? Representation can only occur in a USATF Sanctioned competition, thus, competition in an event not sanctioned by USATF does not constitute representation.

Thus competition in an event not sanctioned by USATF does not constitute representation.

The following may determine the athlete's intention to represent a club: (A.) club name appears on a submitted entry form or seed card, (B.) Club affiliation is indicated in the results, and (C.) Club uniform is worn by the person. A USATF membership application that indicates a club on it may be used to show intent if the date of application is proximate to the date of the competition in questions.

Does an athlete have to be a member of USATF: At the time of representation: NO, representation of a athlete may occur regardless of whether the athlete is a member of USATF.

Does a club have to be a member of USATF at the time of representation?

Yes, Pursuant to Regulation 7-A-1 “An athlete may compete as a representative of a local club, educational institution, or other organization, and additionally may be listed as competing for a club and/ or sponsor. A club must be a member in good standing of USATF”.

Michigan Association Code of Conduct: An athlete, or parent must declare their intent to participate on a team. **All coaches are expected to contact the coach of the current team as notification of an athlete intention to switch teams. The coach of the current team must not hinder the development of an athlete or discourage them from switching to another team. But remember the above rule will be enforced by the President of Michigan USATF. Questions or concern about impieties of the rules should be addressed with the President of the Michigan Association. This rule will help to enforce unity within the Michigan Association of USATF club coaches.**

4. All coaches are expected to develop each athlete to their full potential and All rules and regulations of the Michigan Association, which includes good sportsmanship, no swearing at the athletes, officials, meet management or games committee (absolutely will not be tolerated and you will be removed from the competition area and a possibility of expulsion from the facility). The decision is left up to the Meet Director to have the final say.
5. Coaches should stress that ungentlemanly/unladylike conduct will not be Tolerated at any USATF competition.
6. All coaches must stay off the infield during competition (absolutely no exceptions).
7. All coaches are responsible for their area in the bleachers, under the bleachers Or around the area, you must keep all areas clean. USATF wants to continue to provide our athletes a venue and that means everyone must do their part to keep it clean.
8. Coaches please remember to keep your athletes hydrated, it is your responsibility. USATF will provide watering stations around the facility for the competitors.
9. Never make an athlete feel as though they are not good enough for your team.
10. The Michigan Association will not condone any manner that denies any boy/girl the right to participate.
11. **All person must refrain from being intoxicated or drinking Alcoholic beverages while being responsible for their athletes during coaching hours, or USATF meets. No alcoholic beverages are allowed at the field per city ordinance. If a coach, athlete or other individual on the track is obviously intoxicated and is displaying disruptive behavior, they will be asked to leave the track facility immediately by the head official, or the meet director. If the individual refuses to leave, the official will inform the**

parent, coach, etc. that the team will be disqualified. If it is a parent of an individual athlete they will be informed of the same action concerning their athlete. The same applies to smoking. No smoking allowed.

12. An official is a vital person to the competition, and athletes, therefore, should be treated with respect. They will officiate a better meet if they are under not pressure. Honor his/her decision and teach your team to do likewise. Harassment by athletes, parents, coaches, spectators will not be tolerated. Verbal abuse of officials will not be tolerated.
13. **All Coaches must have their club Bylaw on file with the Michigan Association.**
All Coaches and Volunteers must complete the Background Screen every 2 years and Safe Sports Training Annually. No Exceptions.
14. All coaches and managers must be at least 18 years of age.
15. All teams shall send at least (1) representative to the membership meeting.
16. Coaches are not to leave any athlete unattended after meet and practice. No child is to be left on the field by himself/herself.
17. Every coach is responsible for the actions of their team, parents, and spectators; and is required to take all precautions to prevent, spectators, parents and runners from threatening or assaulting official, meet management, or each other during or at the conclusion of a meet.
18. Any infringement of these rules shall constitute ungentlemanly/unladylike conduct and is subject to disciplinary action by the Executive Board.
19. If a coach, parent, spectator, or registered member of a team is put out of a meet, he or she is automatically suspended from the next 2 meets.
20. Any athlete who is suspended for misconduct will be suspended for one meet. Upon receipt of misconduct the athlete must immediately leave the premises.
21. Trash talking is considered ungentlemanly/unladylike conduct and will be considered unsportsmanlike conduct by Michigan USATF. A minimum of 2 meet suspension will be imposed or up to one year depending on the offense. The decision will be made by the Executive Board.
22. The Executive Board shall have the power to suspend any member for conduct detrimental to track and field either on or off the track or field. This shall include abusive or threatening words or actions toward any Officer, Director or meet official of USATF. Violation of the Constitution and Bylaws and Rules and Regulations, etc. may result in disciplinary action. This could include suspension of the entire team and coach for 1 year.

DISCIPLINARY RULES

1. Only the Executive Board may suspend an athlete, coach, assistant coach, manager, parent or spectator from further participation from USATF Michigan for words or actions deemed detrimental to the team or its activities.
 - a. Persons guilty of fighting before, during or after meets shall receive suspension from at least 2 meets, or up to one year suspension could be imposed.
 - b. Persons guilty of pushing or striking any person shall be

suspended from the competitions held by USATF, which includes the Michigan Assoc. Youth Championships, the Regional, and National competitions.

- c. Any person asked to leave the competition area by the referee shall receive a minimum of two meet suspension.
2. Anyone may request suspension of a person, team, spectator, or parent from a meet by sending a Letter to the President of the Michigan Association @ 3521 Oakman Blvd, Detroit, MI 48204 or email jdevose@yahoo.com. There is specific information that has to be submitted, such as the infraction, dates, time, who was involved, and what happened.
3. The President shall have the authority to suspend any person from a registered Michigan club or team at any competition within the State of Michigan, or Out of State at a competition until the next scheduled meeting of the Executive Board. The suspension by the President shall not exceed 30 days in length. At the time of the Executive Board decision a hearing will be set for all parties to go before the grievance committee.
4. The Executive Board shall determine the length of time of the suspension for actions deemed detrimental to Michigan USATF. These Suspensions may be from 30 days up to permanent expulsion from Michigan USATF.

MICHIGAN USATF UNIFORM POLICY

1. Shirts are to be tucked into shorts.
2. Shorts must be worn at the waist. Shorts worn down on the butt or below the butt are grounds for disqualification!
3. Uniforms are not to be changed on the track or field; only in the rest room, locker room or behind the stadium. Uniforms must be neat and clean at all times.
4. All Relay Team must have on the same uniforms, no exceptions.

Officials will enforce these rules for all age groups.

2019 ADMENDMENTS TO CODE OF CONDUCT

14. All Coaches and Volunteers are required to submit a background check and

Safesports Certification upon request. No Exceptions.



Club Name: _____ Club Number _____

I acknowledge receipt of the Michigan USATF Code of Conduct and Responsibility. I understand and will see to it that my team members, coaches, and parents review this document. I understand and will abide by the rules, guidelines and responsibilities for the Michigan USATF Association. The Code of Conduct is a part of Michigan USATF Association By-laws. I understand that I must have a current background check and Safesports Certificate available upon request.

Head Coach Signature: _____ Date _____

Coach 2 Signature: _____ Date _____

Add a Signed Signature line for each coach on team or use back of this document.

This Document is included as part of the Bylaws of The Michigan Association of USATF and are on file with the National Headquarters:

Respectfully Submitted by: President of USATF Michigan

Endorsed by the President of the Michigan Association: Jacqueline DeVose

Originally drafted in 1996 by Jacqueline DeVose President and Harry Weaver Vice-President and Youth Chair