

**OPERATING PROCEDURES
of the USA Track and Field
PACIFIC ASSOCIATION YOUTH COMMITTEE**

10/01/2009
PREAMBLE

This committee known as the Pacific Association Youth Committee (PAYC) is a standing sports committee of the Pacific Association of USA Track and Field. This committee shall be governed by the following operating procedures and are subject to and subservient to the Bylaws and Operating Rules and Regulations of the Pacific Association of USA Track and Field.

Mission statement

Democratically governed by elected youth club representatives to promote competitive opportunities for track and field, race walk and cross country youth athletes who seek to maximize their skills in the association, regional, national and international arena. Foster the latest youth-focused training opportunities within our Association's geographical boundaries for athletes, coaches and officials to ensure youth clubs can sustain continued development and growth.

Item 1. Membership of the PAYC

A. Clubs

Primary constituency of the PAYC shall be registered youth clubs in good standing within the PACIFIC ASSOCIATION USATF with a minimum of three (3) registered youth athletes plus a minimum of one certified Live Scan coach. Each club shall receive one vote at all PAYC meetings.

B. Active Athletes

A minimum of two (2) members and maximum of twenty percent (20%) membership of the PAYC shall consist of registered youth athletes in good standing with the PACIFIC ASSOCIATION USATF. The Chairperson of the Athletes Advisory Committee (AAC) shall appoint the athlete members. No more than one athlete from any one club at a time shall be so appointed. Each athlete shall have one vote on the PAYC.

C. Parents of registered unattached athletes

Unattached athletes in good standing with the PACIFIC ASSOCIATION USATF can be represented by their parents. For every 50 unattached athletes, there will be one vote on the PAYC. The parents shall select their representative through an election prior to the start of each PAYC meeting.

Item 2. Youth Board of Athletics

A. The Youth Board of Athletics (BOA) shall consist of the following elected members:

1. Chairperson
2. Vice Chairperson

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3. Secretary
 4. Treasurer
 5. Officials Chairperson
 6. Track Chairperson
 7. Field Chairperson
 8. Race Walk Chairperson
 9. Cross Country Chairperson
 10. Records Chairperson
 11. Communications Chairperson
 12. Multi Events Chairperson
 13. High School Chairperson
 14. Athlete Representative (pull from Intermediate & Young age groups)
 15. Athlete Representative (pull from Intermediate & Young age groups)
 16. Membership Chairperson (appointed by the Executive Membership Chair)
- B. The Youth BOA shall conduct the business of the PAYC between meetings of the PAYC. A quorum for these interim meetings shall consist of a minimum of five (5) Youth BOA members.
- C. The Youth BOA shall meet at least once a year during the Track & Field season and once during the Cross Country season. These meetings can take place in person, via email, conference call or chat.
- D. The Youth BOA shall act as the games committee responsible for any meets sponsored by this PAYC.
- E. The Youth BOA shall insure that a list of currently registered youth clubs and athletes be available at all championship meets.

Item 3. Youth Coach's Alliance

- A. The Youth Coaches Alliance (YCA) is made up of 1-3 coaches from each regional area that drive educational opportunities and training for youth club coaches. YCA will report into the Youth BOA. The Chair of the YCA will report into the PA/USATF Coaches Committee. Their charter and mission to be defined and added into this document after the January 2009 PAYC meeting.
- B. YCA membership by appointment of the Youth Chair with the advice of the coaches
- C. YCA Chair would be an integral member of the PA Coaches Committee.

Item 4: Coaches and Parent Volunteer Background Screening

- A. All registered youth clubs must ensure that ALL coaches and parent volunteers who have direct involvement with youth athletes complete the USATF approved Live Scan background check and fingerprinting process. This must be completed before engaging as a coach or parent volunteer.
- B. All approved Live Scan coaches and parent volunteers are required to wear their PA picture ID badge at all competitions and make available at all practices.

Item 5: Drug Testing

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- A. Drug testing will be implemented in 2009 for the Intermediate and Young age groups in the three major championship competitions. Testing will be conducted by random sampling of the athletes and managed by USADA.

Item 6: Coach's Certification

- A. All sanctioned youth clubs should have a minimum of one youth club coach that is USATF Level 1 Coach certified within two (2) years after the club is formed. After the first two years a club should continue to ensure at least one coach carries this certification.

Item 7: Youth Membership

- A. It is highly recommended that any youth athlete competing in a sanctioned youth Track & Field or Cross Country competition secure their annual USATF membership before their first practice or competition. Membership ensures the athlete has insurance to/from/during practice and competitions.
- B. Any athlete that competes in a championship PA Track & Field or Cross Country race must be a USATF member in good standing and competing in their correct age group. A youth athlete cannot compete in an older or younger age group. Exception: Sub-Bantam can compete as a Bantam; however, if they move up to Bantam in a Track & Field meet ... then all events contested by the youth athlete in that competition must be as a Bantam.
- C. Beginning January 1, 2009, any new PA/USATF youth athlete or returning youth athlete that did not compete for a year must submit an original birth certificate or other proof of birth set by the USATF rule for verification before competing in a sanctioned PA event. Validation of membership is outlined at www.pausatf.org.

Item 8. Meetings

- A. The PAYC shall meet at least twice a year. The first meeting will be held between January 1 – February 28 and the second will be scheduled between August 1 – October 31. Other meetings may be scheduled as required. A quorum will consist of those voting members present.
 1. The cross country schedule for the upcoming season will be submitted and approved at the PAYC meeting that occurs between January 1 – February 28.
 2. The track and field schedule for the upcoming season will be submitted and approved at the PAYC meeting that occurs between August 1 – October 31.
 3. Bids shall be open to all registered clubs of the Pacific Association USATF.
 - Only one club per regional zone area with a minimum of 50 or more miles apart will win a bid to host a youth sanctioned competition (effective Oct 10, 2009)
 - The Youth Track and Field Chairpersons will attempt to coordinate a track and field event in lieu of cancelled meets made with 60 day notification (effective Oct 10, 2009).

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- To bid for a meet a club must submit *in advance* of the meeting to the Youth Chair the following information: (amended to Track Chair as this is in the job description of the Track Chair position in the bylaws, effective Oct 10, 2009)
 1. Provide a club representative that can do a brief 1-2 minute presentation on the benefits of attending their meet
 2. Date(s) of competition
 3. Location of competition
 4. Include following information:
 - Hand time or FAT time
 - Snack bar available (yes or no)
 - Bathrooms (port-a-potty, standard, both)
 - Proposed schedule
 - 4. Until sanction paperwork and fees is approved by the PA office, no meet information or schedule will be posted on the PA website. Failure to obtain a sanction will result in the cancellation of the meet. Proof of insurance from another entity must be provided if waiving USATF insurance.
- B. Notice of the meeting along with the agenda shall be either mailed or e-mailed to each eligible-voting member of this committee, and/or posted on the PA/USATF youth website no later than 10 days prior to the meeting.

Item 9. Elections

- A. Election of the Youth BOA officers shall be held before September 30 in odd number years; conducted via mail in ballot and/or e-mail. The term of office shall be for two years and start on October 15th (changed to Oct 1 annually effective Oct 10, 2009). Persons interested in a YBOD office may contact the PA YBOD Chair to have their name placed on the ballot. Provisions shall be made on the ballot for write-in candidates for each office. The election shall be conducted as per the Pacific Association Bylaws Rules and Regulations.
- B. A vacancy occurring during the term of office shall be filled by appointment by the Youth Chairperson with approval of the Youth BOA. Should a vacancy occur in the Youth Chairperson office, the Youth BOA from within its membership shall fill such vacancy.
- C. Those eligible to vote are as follows:
1. Each club as defined in Item 1.A shall have one vote.
 2. Each active athlete as defined in Item 1.B shall have one vote.
 3. Each elected member of the Youth BOA shall have one vote, except the Youth Chairperson who shall only be eligible to vote in case of a tie.
 4. For every 50 unattached athletes, there is one vote for the joint group of parents in attendance at the meeting.
 5. No one person shall have more than one vote.

Item 10. Competitions

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- A. The PAYC may award two types (1-day or 2-day) of Track and Field meets and one type of Cross Country meet. All other competitions will not be approved as part of the regular meet schedule.
- B. Regular season (1- or 2-day) meets
 1. All participants in a sanctioned competition are desired to be a USATF member.
 2. Only a Live Scan approved club coach can pick up club competition information at a PA sanctioned competition.
 3. Youth clubs hosting a sanctioned meet must ensure all contested events are available to all eligible youth age groups.
 4. Clubs entering more than five athletes shall, when requested by meet management, help by providing volunteers to work at the meet. Club must be notified prior to day of meet if they are required to provide volunteers.
 5. Registration Fee:
 - 1-day meet: Maximum entry fee = \$6 per athlete
 - 2-day meet: Maximum entry fee = \$4 per event
 6. Awards
 - 1-day meet: Ribbons to 1st-6th place for each heat or flight; awarding of ribbons should be done at the finish line immediately following the heat or flight; clubs have the ability to augment with ribbons to lower place levels or to provide medals.
 - 2-day meet: Medals to 1st-3rd place overall / Ribbons to 4th-6th place overall; clubs have the ability to augment with ribbons to lower place levels or to award ribbons for each heat or flight contested.
- C. Championship meets:
 1. The PAYC shall conduct all championship meets and ensure proceeds received from a championship competition are democratically disbursed equitably based upon agreed upon PAYC decisions.
 - Track & Field - Pacific Association Championship (PAC) to be conducted over two days
 - Track & Field - Pacific Association Junior Olympic (PA/JO) Championship to be conducted over 3-days with the option to add two additional days to contest the multi-events
 - Track & Field - Region 14 Junior Olympic Championship shall be conducted by the PAYC on even numbered years. On odd number years the Central Association of USATF shall conduct this meet. The meet can be held over four (4) days. The first two days for multi-events and the second two days for Track and Field. During any year, we have the option of contesting this event on separate weekends – two days for the multi-events and two days for track and field
 - Cross Country - Pacific Association Junior Olympic (PA/JO) Championship conducted in a single day
 - Cross Country – Region 14 Junior Olympic Championship shall be conducted by the PAYC on even numbered years. On odd number years the Central Association of USATF shall conduct this meet
 2. Clubs entering more than five athletes are requested to provide adult volunteers to oversee at least one area (i.e., award distribution, triple jump, finish line)

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3. Only a Live Scan approved club coach can pick up club competition information at a PA sanctioned competition.
 4. All registration fees collected for the Pacific Association and Region 14 Championships hosted by the PAYC (both Track & Field and Cross Country) belong to the PAYC. These funds will be disbursed as determined by the Youth BOAs. Proceeds from these meets will be used to pay entry fees for PA youth athletes to compete in the USATF National Junior Olympic competition.
 - a. Maximum entry fee for Track and Field (determined by USATF):
 - \$6 per event for Pacific Association Championship
 - \$6 per event for Pacific Association Junior Olympic (PA/JO) Championship
 - \$7 per event for Region 14 Junior Olympic Championship
 - \$8 per event for National USATF Junior Olympics
 - \$8 per athlete for Sub-Bantam Championship
 - b. Maximum entry fee for Cross Country (determined by USATF):
 - \$10 for Pacific Association Championships
 - \$15 for Region 14 Junior Olympic Championship
 - \$20 for National USATF Junior Olympics
 5. Awards (minimum award levels required for a championship meet)
 - Track & Field Meets
 - PAC / PA/JO Medals (1-3); ribbons (4-6)
 - Region 14 Junior Olympics Medals (1-3)
 - Cross Country Meets
 - PA/JO Medals (1-10)
 - Region 14 Junior Olympics Medals (1-20)
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1-day Track and Field Schedule (suggested)

- 4x200 meter relay held at the discretion of the Meet Director. This is an exhibition event only
- Open = Intermediate & Young age groups combined together for the purpose of competition and award placement; it does not include adults; this age group is only valid during the regular season and not during the championship season

TRACK EVENTS

5000 meter run	Young Men
3000 meter run	Midget, Youth, Open (no Young Men)
4x800 meter relay	Midget, Youth, Open
4x200 meter relay*	Sub-Bantam, Bantam, Midget, Youth, Open
400 meter hurdles	Open Girls 30" Boys 36"
200 meter hurdles	Youth Girls and Boys 30"
1500 meter Race Walk	Bantam, Midget
3000 meter Race Walk	Youth, Open
4x100 meter relay	Sub-Bantam, Bantam, Midget, Youth, Open
100 meter dash	Sub-Bantam, Bantam, Midget, Youth, Open

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800 meter run	Bantam through Open
200 meter dash	Sub-Bantam, Bantam, Midget, Youth, Open
80 meter hurdles	Midget Girls and Boys 30”
100 meter hurdles	Youth Girls 30” Boys 36” Open Girls 33”
110 meter hurdles	Open Boys 39”
1500 meter run	Bantam, Midget, Youth, Open
400 meter dash	Sub-Bantam, Bantam, Midget, Youth, Open
4x400 meter relay	Bantam, Midget, Youth, Open

FIELD EVENTS

Long Jump	Sub-Bantam, Bantam, Midget, Youth, Open
High Jump	Open, Bantam, Midget, Youth
Triple Jump	Youth, Open – After Long Jump
Shot Put	Bantam, Midget, Youth, Open
Discus	Open, Midget Youth
Mini Javelin	Sub-Bantam, Bantam, Midget
Javelin	Youth, Open
Pole Vault	Open, Youth

2- or 3-day Track and Field Schedule (suggested)

- When a three-day schedule is required the Intermediate Girls and Boys and the Young Women and Young Men will compete on Friday in the long jump, hammer throw and steeplechase. Other events can be contested on Friday as deemed necessary by Meet Director
- No Sub-Bantam division at Junior Olympic Championship meets; Sub-Bantams must compete at Bantam level at all Junior Olympic competitions. Also, triple jump to start after completion of the long jump. Discus to start after completion of the javelin
- 4x200 is an exhibition event only. It is held at the discretion of the Meet Director. The 4x200 will not be contested at the PAC Championship, JO Championship or Region 14 JO Championship meets

FIRST DAY

TRACK EVENTS

5000 meter run finals	YM
3000 meter run finals	MG, MB, YG, YB, IG, YW
4x800 relay finals	MG, MB, YG, YB, IG, IB, YW, YM
200 meter trials	All age groups starting with SBG
1500 meter Race Walk finals	BG, BB, MG, MB
3000 meter Race Walk finals	YG, YB, IG, IB, YW, YM
800 meter run finals	BG, BB, MG, MB, YG, YB, IG, IB, YW, YM
200 meter finals	All age groups starting with SBG
110 meter hurdle trials	IB, YM
100 meter hurdle trials	IG, YW, YB, YG
80 meter hurdle trials	MG, MB

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400 meter run finals

All age groups starting with SBG

FIELD EVENTS

Long Jump

SBG, SBB, BG, BB, MG, MB, YG, YB

High Jump

YG, YB, IG, IB, YW, YM

Shot Put

YW, YM, IG, IB, YG, YB, MG, MB, BG, BB

Javelin

YG, YB, IG, IB, YW, YM

Pole Vault

YB, IB, YM

Mini Javelin

MG, MB, BG, BB, SBG, SBB

SECOND DAY

TRACK EVENTS

1500 run finals

All age groups starting with BG

4x100 relay finals

All ages starting with SBG

200 meter hurdle finals

YG, YB

400 meter hurdle finals

IG, IB, YW, YM

100 meter trials

All age groups starting with SBG

110 meter hurdle finals

IB, YM

100 meter hurdle finals

IG, YW, YB, YG

80 meter hurdle finals

MG, MB

100 meter finals

All age groups starting with SBG

4x200 meter relay*

All age groups starting with SBG

4x400 meter relay finals

All age groups starting with BG

FIELD EVENTS

Long Jump

IG, IB, YW, YM

Triple Jump

YG, YB, IG, IB, YW, YM

Discus

MG, MB, YG, YB, IG, IB, YW, YM

High Jump

BG, BB, MG, MB

Pole Vault

YG, IG, YW

Sub-Bantam Championship Schedule

TRACK EVENTS

4x100 relay

800 meter dash – 7-8 year old only

50 meter dash – 1, 2, 3 year old only

200 meter dash – 4-8 year old only – 20 minute break

400 meter dash – 4-8 year old only – 15 minute break

100 meter dash – 3-8 year old only – 15 minute break

4x400 relay

FIELD EVENTS

Long jump

Shot Put – 5-8 year old only - 4 lb. shot put will be used

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Mini Javelin – 5-8 year old only
High Jump – 7-8 year old only

Item 11. Budget

The Youth BOA shall set and submit a budget to the Pacific Association BOA by the last week of July each year.

- Budget money each year to cover costs for Youth BOA (maximum of 5 board members) to attend USATF Annual Meeting. Only active Youth BOA members can apply for this reimbursement. Active is defined by attending minimum of 3 out of 5 PA BOA meetings, attend 75% (3 out of 4) of all scheduled Youth BOA meetings, and actively work all youth track and field and cross country championship events. (This reimbursement is from the PA General Fund not the PA Youth Fund)
 - Hotels will be reimbursed if shared (double-occupancy) with another PA Youth BOA; exception given if only two attending are opposite sex then two separate rooms would be reimbursed.
 - Reimbursement will not be provided if Youth BOA is reimbursed via another source (no double-dipping). Reimbursement will only be provided after a write-up from convention meetings is provided and receipts submitted to the PA office using standard reimbursement process

Item 12. Records

The PAYC will keep two sets of Youth Pacific Association Records. A copy of these records will be provided to the meet directors. It is the responsibility of the meet management to provide record performances to the Youth BOA Records Chair for inclusion in these records. Only performances at meets sanctioned by USATF will be accepted. Only youth athletes registered within the Pacific Association at the time of the competition may hold a Pacific Association youth record. Meets held with and outside the Pacific Association will be considered if all rules and guidelines pertaining to USATF have been followed.

- Championship meet records for Youth meets held within the Pacific Association
- Youth Meets held within and outside the Pacific Association will be considered if all rules and guidelines pertaining to USATF youth have been followed

Item 13. Amendments

These operating procedures may be amended at any scheduled meeting by a majority vote of those present.

Item 14. Duties of Youth BOA Members

- < Every Youth BOA member must attend at least one Pacific Association BOA meeting a year or have a representative attend in their place
- < At the Association meet (PAC, PA/JO, Region 14) every member of the Youth BOA should be at the meet each day at least one hour before and stay at least one hour after the end of the last event for both Track & Field and Cross Country

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A. *Chairperson:*

1. Represent PAYC at the USATF Annual Meeting and report back to the PAYC on the convention
2. Chair the PAYC meetings and the Youth BOA meetings
3. Solicit agenda items for the PAYC meetings
4. Appoint special or ad hoc subcommittees as is necessary or seen fit to facilitate the business of the PAYC
5. Ex-officio member of all youth subcommittees
6. Shall provide, when requested, advice and guidance on running meets
7. Other duties as may be defined in the Bylaws of the Pacific Association USATF

B. *Vice Chairperson:*

1. Shall assume the duties of the chairperson in their absence.
2. Shall provide, when requested, advice and guidance on running championship competitions.
3. Ex-officio member of all youth subcommittees.
4. Shall insure that an evaluation is performed for each of the youth meets. Shall present the results of this evaluation to the Executive Committee.
5. Secures volunteers for all PA sponsored championship competitions and takes care of their officiating needs throughout the competitions.

C. *Secretary:*

1. Serve as the official recorder of minutes at meetings. Read minutes of previous meeting at Youth BOA or PAYC when necessary for clarification and document all changes.
2. Maintain records in which the operating procedures, special rules of order, standing rules and minutes of meetings and any amendments are properly recorded and to have the current records available to any member, upon request, at a nominal copying charge.
3. In the absence of the Chairperson and the Vice Chairperson, to call the PAYC meeting to order and preside at the meeting until the election of a Chairperson Pro-tempore, which shall be the first order of business.
4. Minutes of Youth BOA meetings involving rule changes and all PAYC meetings shall be posted to the PA/USATF youth website within one month after completion of the meeting.
5. Perform other duties normally associated with this office.

D. *Track Chairperson:*

1. Shall be responsible to develop programs to promote the sport of athletics as related to the sport of track events.
2. Shall work with Field Chairperson to insure that a list of currently registered youth clubs and athletes be available at all track and field meets.
3. May appoint as required members of a subcommittee to assist as needed.
4. Shall be responsible to maintain record performances as defined in Item 12.

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5. Shall work closely with the Field Chairperson to insure any programs developed will not be in conflict with programs developed for field events.
6. Ensure all clubs competing in a sanctioned PA youth meets are in good standing (i.e., all paperwork and fees submitted to PA office and approved, all coaches and parent volunteers are Live Scanned).
7. At championship meets coordinate and facilitate track operations (i.e., set up, clean up and make available all necessary equipment / supplies excluding field event venues). Work with the officials and volunteers to ensure the clerking area is functional. Ensure Finish Line set up and Hurdle set up and break down.
8. Shall receive all Track and Field meet bid applications for review and approval.

E. Field Chairperson:

1. Shall be responsible to develop programs to promote the sport of athletics as related to the sport of field events.
2. Shall work with Track Chairperson to insure that a list of currently registered youth clubs and athletes be available at all track and field meets.
3. May appoint as required members of a subcommittee to assist as needed.
4. Shall be responsible to maintain record performances as defined in Item 12.
5. Shall work closely with the Track Chairperson to insure any programs developed will not be in conflict with programs developed for track events.
6. At championship meets coordinate and facilitate field operations (i.e., set up, clean up and make available all necessary equipment / supplies excluding track event venues). Oversee equipment distribution for all field events, ensure that all field events start on time and all equipment is put away at end of event.

F. Cross Country Chairperson:

1. Shall be responsible to develop programs to promote cross country as related to youth athletes.
2. Shall insure that a list of currently registered youth clubs and athletes be available at all cross country championship meets.
3. Shall be responsible for the running of the cross country program under the direction of the Youth BOA Chairperson.
4. May appoint as required members of a subcommittee to assist as needed.
5. Ensure all clubs competing in a sanctioned PA youth meets are in good standing (i.e., all paperwork and fees submitted to PA office and approved, all coaches and parent volunteers are Live Scanned)

G. Race Walk Chairperson:

1. Shall be responsible to develop programs to promote cross country as related to youth athletes.
2. Shall be responsible to maintain record performances as defined in Item 12.
3. May appoint as required members of a subcommittee to assist as needed.

H. Records Chairperson:

1. Shall be responsible to maintain record performances as defined in Item 12.
2. May appoint as required members of a subcommittee to assist as needed.

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I. Communications Chairperson:

1. Shall be responsible to develop programs to encourage publicity for youth athletes.
2. Shall be responsible to edit and provide articles for USATF magazine.
3. Shall confer continuously with webmaster(s) to assure accuracy and appropriateness of our PA youth section of our website.
4. Reach out to all new youth clubs to educate them on how our Association works and set up mentorships with local clubs in the geographical area if new club requests it.
5. May appoint as required members of a subcommittee to assist as needed.

J. Officials Chairperson:

1. Shall be responsible to develop programs to recruit individuals to become USATF certified officials.
2. May appoint as required members of a subcommittee to assist as needed.
3. Should develop a good relationship with the Pacific Association Officials Committee.
4. Shall provide assistance as requested to insure officials are available for youth meets.
5. In the absence of an officially designated protest committee at any regular season meet, should offer to serve in this capacity.
6. Regarding the PA sponsored championship meets, work to get at least 1-2 officials at each field event.
7. Encourage more volunteers to become officials.

K. Treasurer:

1. Shall be responsible to track the budget for the PAYC.
2. Shall be responsible to track funds collected at fund raising events for the PAYC.
3. Shall insure all funds collected are deposited with the Pacific Association.
4. Shall be responsible for the collection of the funds at all association meets (PAC Championships, Sub-Bantam Championships, Pacific Association Junior Olympic Championships and Region 14 Championships) or have representatives who will be responsible for such duties.
5. May appoint as required members of a subcommittee to assist as needed.

L. Multi-Events Chairperson:

1. Shall be responsible to develop programs to promote Multi-events as related to Pacific Association youth athletes.
2. Shall be responsible to maintain record performances as defined in Item 12.
3. Shall act as Meet Director for the Region 14 Multi's event in the years it is hosted by the PAYC.
4. Should be available to serve as head Multi-events official as required by meet management.
5. May appoint as required members of a subcommittee to assist as needed.

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M. High School Chairperson:

1. Shall be responsible to develop programs, which encourages High School athletes to participate in USA Track and Field youth meets along with their high school programs.
2. Shall help these athletes to insure their eligibility to continue to participate in their high school programs are not jeopardized.
3. May appoint as required members of a subcommittee to assist as needed.

N. Membership Chairperson:

1. Shall be responsible for validation of youth club registration.
2. Shall validate that all registered clubs have registered Live Scan coaches and parent volunteers.
3. Validate all youth athletes have submitted acceptable proof of birth prior to championship competition.
4. Shall validate proof of membership prior to championship competition.
5. Insure membership database validations are kept current on the PA/USATF and the national USATF website.
6. Works in partnership with PA/USATF Executive BOA Membership Chair.
7. May appoint as required members of a subcommittee to assist as needed.

Item 15. Grievance Procedures

- A. Grievance procedures as defined in the USATF Pacific Association Bylaws must be followed
- B. Should the grieving party wish to first bring a grievance to this committee, they may do so unless specifically prohibited by the Pacific Association. The procedure shall be as follows:
 1. The grievance shall be presented in writing to the Youth Chairperson.
 2. A fee of \$50 cash or money order must be attached to the grievance before it will be accepted. Money will be returned if Grievance is upheld.
 3. The Youth Chairperson should make an effort to resolve the matter informally.
 4. If the matter cannot be resolved informally, the Youth Chairperson shall appoint, within ten (10) days, a three (3) person independent grievance hearing panel that shall investigate the grievance and conduct a hearing on this matter.
 5. The person(s) charged shall be provided with fair notice of the hearing and shall have the right to present evidence and testimony and to cross-examine witnesses before the imposition of any penalty.
 6. The decision of the Hearing Panel including the imposition of any penalties shall be put in writing and sent to the relevant parties including the Youth Chairperson within forty-five (45) days.
 7. All decisions of the Grievance Hearing Panel shall be final within the PAYC and the Pacific Association. Where the Hearing Panel determines that any member of this Association shall be suspended or expelled, the Pacific Association BOA shall have the power to take that final action.
 8. If the decision is not satisfactory to the losing party, then the grievance may be sent to the CEO of USATF and the Secretary of the Pacific Association within thirty (30) days

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of receipt of the written opinion, as defined in the USATF Bylaws and Operating Regulations, for appeal to the National Athletics Board of Review.

9. All proceedings of the grievance shall be kept confidential if requested by the party charged in the grievance.

Item 16. Removal From Office

To remove an elected member of the Youth BOA a petition must be received by the Youth BOA signed by a minimum of 20% of the voting members of the PAYC. The Youth BOA shall upon receipt of this petition prepare and send to all voting members of the PAYC, within thirty (30) days, a ballot to remove the officer. The ballots returned within 30 days shall be counted and a majority of those ballots returned shall be required to remove the person from office.

Item 17. Saving Clause

Failure of literal or complete compliance with provisions of the Operating Procedures in respect to dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notices or proposals, which in the judgment of the members at meeting held do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of the members at any such meeting.

Item 18. Parliamentary Authority

Roberts Rules of Order shall be the general rules of order.

Revised October 2009