



**Youth Committee
Operating Procedures**

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**Article I
Name**

The name of this committee shall be the Pacific Association Youth Committee of the Pacific Association of USA TRACK & FIELD, INC. It may also be referred to as the “Youth Committee” or PAYC.

**Article II
Purposes**

The primary purpose of the PAYC is to act as the Youth Athletics arm of the Pacific Association of USA Track & Field, Inc. In connection with such purpose, this committee will do the following in so far as they relate to Youth Athletics (track and field, cross country, race walk).

1. Develop interest and participation within the geographical boundaries of the Pacific Association;
2. Promote competitive opportunities for youth athletes who seek to maximize their skills in the association, regional, national, and international arena;
3. Develop good sportsmanship, by promoting friendship and fair play;
4. Organize focused training opportunities within our Association’s geographical boundaries for athletes, coaches, and officials to ensure youth clubs can sustain continued development and growth; and
5. Encourage and support inclusion in the sport of Youth Athletics for individuals with disabilities.

**Article III
Authority**

- A. The PAYC will exercise the following powers in so far as they relate to Youth Athletics:
 1. Establish association goals and encourage the attainment of these goals;
 2. Serve as the coordinating body for all youth activity;
 3. Have jurisdictions over the association championships and regional championships when hosted by the association, and will institute, locate, conduct, and manage all such championships;
 4. Enforce procedures for the determination of eligibility standards for participation in such competitions; and
 5. Have the right to appoint subcommittees, whose members need not be members of the Youth Committee;
- B. The Youth Committee, in its governance of Youth Athletics, will act only pursuant to and in accordance with the authority granted in the Bylaws and Operating Rules and Regulations of the Pacific Association of USA Track & Field, Inc.
- C. The policy making body of the Youth Committee shall be the Youth Board of Athletics (BOA).
- D. The Youth Board of Athletics attains its authority as a result of the election or appointment of representatives to the Youth Board of Athletics from members of the Association.

**Article IV
Constituency of PAYC**

The constituency of the PAYC shall consists of: Clubs, Coaches, Athletes, and Parents/Guardians of Unattached Athletes. To become a constituent, each group and individual entity must be current registered members of the Pacific Association.

**Article V
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.
 - 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.
 - i. 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.
- B. Notice of Meetings: Notice of meetings will set forth the date, time, place, and agenda of the meeting; and will be sent to the last known email of each eligible voting member of this committee, and/or posted on the PAUSATF youth website no later than 10 days prior to the meeting.
- C. Quorum: Other than the PAYC twice a year scheduled meetings, a quorum for a meeting shall consist of at least five (5) Youth Board of Athletics members. Roll call will be taken at the beginning of each session, orally or by signing an attendance sheet.
- D. Rules of Order: Questions of order shall be decided in accordance with the most recent edition of Robert’s Rules of Order unless provided otherwise in this committee’s Operating Procedures or approved as the first order of business.

**Article VI
Elections**

- A. Election of the Youth BOA officers shall be held before August 31 in odd number years; conducted via e-mail. The term of office shall be for two years and start on September 1 annually. Persons interested in a Youth BOA office may contact the PA Executive Office 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. To be eligible to vote, the voter must be at least 18 and have a current year Pacific Association USATF membership number. They must be associated with a youth club or a youth athlete (under age 18).
 - 1. Each youth club/organization will have one vote. The voter representing each club must be a current USATF member. Definition of Youth Club:
 - a. A youth club must check “youth” on club/organization application.
 - b. A youth club must have at least three (3) USATF registered youth members 18 years of age and under (not yet 19).
 - c. A youth club must have a minimum of one (1) certified 3-step compliant coach.
 - 2. For purposes of voting, all persons not affiliated with a club (see definition below) will be grouped together as an unaffiliated group and will be allowed one vote for every 50 unattached athlete members as the Unaffiliated Youth Group“. Definition of unaffiliated youth group:
 - a. An unattached athlete who is 18 years of age only (not yet 19) and does not represent a club.
 - b. A coach/parent of a current year USATF unattached athlete. The parent/coach must be a member to vote.(Clubs and the “Unaffiliated Group” will be allowed five minutes to caucus before the vote, so a decision can be reached on how to cast their 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. No one person shall have more than one vote.
- D. Motions and resolutions will generally be by voice vote. If the voice vote is inconclusive to the chair or the chairs determination is challenged, there will then be a vote by show of hands. A rollcall vote or, if specifically requested, a written ballot will be taken instead of a voice vote upon oral motion and seconded by member of this committee.

Article VII Officers

- A. The officers of the PAYC constitute the Youth Board of Athletics (BOA) and shall consist of the following elected members: The Chair, Vice-Chair, Secretary, Treasurer, Officials Chair, Track and Field Chair, Cross Country Chair, Race Walk Chair, Combined Events Chair, Communications Chair,

Records Chair, High School Chair, Membership Chair, Past Chair, and 2 Athlete Representatives (from Group 5 and/or 6 age groups)

- B. In the event an officer resigns, is removed, or is unable to serve, the Chair may appoint (with approval of remaining Youth BOA officers) a successor for the remaining portion of that officer's term.
- C. Any officer of this committee may be removed for good cause by a two-thirds vote of the voting members of this committee. A special meeting called for this purpose must provide that the prerequisite notice of such meeting is given, properly setting forth on its agenda the proposed removal.

Article VIII Duties Officers

The officers of this committee shall be called the Youth Board of Athletics (BOA). The Youth Board of Athletics will be empowered to conduct the business of the Pacific Association Youth Committee between the annual meetings. A quorum for these interim meetings shall consist of a minimum of five (5) 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.

The Youth BOA shall act as the games committee responsible for any meets sponsored by this PAYC.

The officers will perform the following duties and any other duties prescribed by these Operating Procedures:

- A. The Chair/ Youth Chair:
 - 1. Preside at all meetings of this committee; and be an ex officio member of all youth sub-committees.
 - 2. Represent PAYC at the USATF Annual Meeting and communicate with this committee's members to keep them fully informed of happenings and needed decisions to carry out this committee's responsibilities.
 - 3. Solicit agenda items for the PAYC meetings
 - 4. Keep the President of the Pacific Association informed on all committee actions and recommendations
 - 5. Attend the Board of Directors Meeting as the Youth Athletic representative or appoint a designee to represent.
 - 6. Appoint special or ad hoc subcommittees as is necessary or seen fit to facilitate the business of the PAYC.
 - a. Subcommittee chairs will be appointed by the Chair of this committee to serve until the Chair ends the appointment.
 - b. Subcommittee chairs may be removed for good cause by the Chair of this Committee with a vote of two-thirds of the Youth Board of Athletics.
 - 7. Attend all Association and Regional Youth Athletics Championships.
 - 8. Other duties as may be defined in the Bylaws of the Pacific Association USATF
- B. Vice Chair:
 - 1. Shall assume the duties of the chairperson in their absence

2. Ex-officio member of all youth subcommittees
 3. Help with operations of association and regional championships
 4. Report as needed to the chair the activity and progress of each administrative subcommittee
 5. Fulfill duties as assigned by the Chair.
- C. Secretary:
1. Keep or shall cause to be kept all records and minutes of the PAYC
 2. Read minutes of previous meeting at Youth BOA or PAYC when necessary for clarification and document all changes
 3. Upon adjournment of meetings, email a copy of written minutes to each officer of the PAYC as soon as possible
 4. 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
 5. Perform all duties normally pertaining to the office of Secretary
- D. Treasurer:
1. Be responsible to track the budget for the PAYC
 2. Be responsible to track funds collected at fund raising events for the PAYC
 3. Ensure all funds collected are deposited with the Pacific Association
 4. Prepare, or cause to be prepared, an annual budget to include the anticipated income and expenses of the Pacific Association Youth, and submit such budget to the Board of Athletics at or prior to the Association annual meeting in the fall
 5. Be responsible for the collection of the funds at all association meets (PAC Championships, Pacific Association Junior Olympic Championships and Region 14 Championships) or have representatives who will be responsible for such duties
 6. May appoint as required members of a subcommittee to assist as needed
- E. Officials Chair:
1. Attend meetings of the Pacific Association Officials Committee and communicate with PAYC members to keep them fully informed of happenings and ensure dissemination of all information emanating from the USATF National Officials Committee
 2. Be responsible to develop programs to recruit individuals to become USATF certified officials
 3. Establish and maintain contact with the President of the PAUSATF Officials Committee to ensure officials are available for youth meets
 4. Approve officials for Association Youth Athletics Championships
- F. Track & Field Chair:
1. Under the direction of the Chair, be responsible for the coordination of all PAUSATF Youth Track & Field Championship meets including the Region 14 Championship meets held within our Association
 2. Be responsible for ensuring all teams who host sanctioned track and field meets are following the guidelines set forth in the Operating Procedures.
 3. Conduct individual evaluation of youth meets and submit report to BOA officers
 4. Share Meet Checklist with meet hosts at least 30 days before scheduled meet and review Meet Checklist with meet hosts at least 15 days before scheduled meet. Make recommendations as needed.
 5. Order/Approve all awards needed for Association championships

6. May appoint as required members of a subcommittee to assist as needed
- G. Cross Country Chair
1. Under the direction of the Chair, be responsible for the coordination of all PAUSATF Youth Cross Country Championship meets including the Region 14 Championship meets held within our Association.
 2. Be responsible for ensuring all teams who host sanctioned cross-country meets are following the guidelines set forth in the Operating Procedures
 3. Be responsible to develop programs to promote cross country as related to youth athletes
 4. Order/Approve all awards needed for Association championships
 5. Maintain points for Grand Prix
 6. Conduct individual evaluation of youth cross country meets and submit report to BOA officers
 7. Compile list of recommended meet sites and courses
 8. Share Meet Checklist with meet hosts at least 30 days before scheduled meet and review Meet Checklist with meet hosts at least 15 days before scheduled meet. Make recommendations as needed
 9. May appoint as required members of a subcommittee to assist as needed
- H. Race Walk Chair
1. Be responsible for coordinating clinics and developing programs to promote race walk as related to youth athletes
 2. Recruit Race Walk judges
 3. May appoint as required members of a subcommittee to assist as needed
- I. Combined Events Chair (*formerly Multi-Events Chair*)
1. Be responsible to develop programs to promote Combined-Events as related to Pacific Association youth athletes
 2. Under the direction of the Chair, be responsible for the coordination of all PAUSATF Youth Combined-Events Championship meets including the Region 14 Championship meets held within our Association
 3. Act as Meet Director for the Region 14 Multi's event in the years it is hosted by the PAYC
 4. Be responsible for coordinating clinics and developing programs to promote combined-events participation as related to youth athletes
 5. May appoint as required members of a subcommittee to assist as needed
- J. Communications Chair
1. Confer continuously with webmaster(s) to assure accuracy and appropriateness of our PA youth section of our website
 2. Develop and implement an annual plan to inform the Association youth membership and the public about the activities of the PAUSATF Youth, including opportunities to participate in, officiate, coach, or to observe youth athletic competitions
 3. Send at least two emails to membership (at least 90 days apart) of current happening in PAUSATF Youth
 4. Keep PAUSATF Youth social media accounts, if applicable, up to date
 5. May appoint as required members of a subcommittee to assist as needed
- K. Records Chair

1. Be responsible to maintain record performances
 2. Provide a copy of Association records to all meet directors of sanctioned youth meets
 - a. Only youth athletes registered within the Pacific Association at the time of the competition may hold a Pacific Association youth record.
 - b. Meets held with and outside the Pacific Association will be considered if all rules and guidelines pertaining to USATF have been followed
 3. May appoint as required members of a subcommittee to assist as needed
- L. High School Chair
1. Reach out to high schools to encourage high school athletes, upon conclusion of high school season, to continue participating with PAUSATF.
 2. Coordinate with high school-aged athletes' coaches/parents to ensure athletes are registered and obtain verified birth date as soon as possible - may lead a tutorial for interested parties on how to register
 3. Educate club coaches on the CIF rules to ensure no athlete jeopardizes high school eligibility while simultaneously competing under PAUSATF. *Athletes must compete unattached while competing for their high school.*
 4. May appoint as required members of a subcommittee to assist as needed
- M. Membership Chair – appointed by Executive Board
1. Insure membership database validations are kept current on the PA/USATF and the national USATF website
 2. Work in partnership with PA/USATF Executive BOA Membership Chair
 3. May appoint as required members of a subcommittee to assist as needed
- N. Past Chair
1. Provide guidance to the incoming chair
 2. Non-voting or 'ex officio' position
 3. Duties as assigned by the PAYC
- O. Athlete Representative #1
1. Serve as a source of reference, opinion and advice to the PAYC on matters relating to athletes
- P. Athlete Representative #2
1. Serve as a source of reference, opinion and advice to the PAYC on matters relating to athletes

Article IX Competitions

Competitions are both track and field and cross country meets that are comprised of some or all events as referenced in the USATF Competition Rules Article VI, Section I Youth Athletics (USATF Competition Rules).

Meets are classified as either being a Championship or Non-Championship Meet for purposes of required or recommended adherence to USATF Competition Rules and other approved USATF National Youth Committee rules and/or requirements.

- A. Non-Championship Meets:
 - 1. Are meets sponsored by member club or clubs, or other entities that are awarded a meet at the PAYC twice a year or Youth BOA meeting
 - 2. Are required to be USATF sanctioned in order to be listed and promoted on the Pacific Association web site and calendar
 - 3. Are encouraged to promote USATF membership to all meet participants
 - 4. Are encouraged to follow USATF Competition Rules and other USATF National Youth Committee guidelines, where possible
 - 5. Are encouraged to utilize USATF Certified Officials
 - 6. Can determine their own meet schedule, meet entry fees, and event awards (medals/ribbons) procedures

- B. Championship Meets:
 - 1. Are meets required for qualification to the Youth Athletics National Championships (Junior Olympics) and organized by the PAYC.
 - i. The Regional track and field meet shall be conducted by the PAYC on even numbered years. The Regional cross-country meet shall be conducted by PAYC on the odd numbered years.
 - 2. Are USATF sanctioned meets that require athlete participants to have a valid USATF membership and be age verified
 - 3. Are scheduled and approved by the PAYC and Youth BOA in accordance with recommended meet scheduling guidelines available in the USATF Competition Rules
 - 4. Are required to follow all USATF Competition Rules and other USATF National Guidelines, including qualification advancement procedures
 - i. where there are fewer competitors or relay teams for a specific event than the number of positions to be advanced to the next Junior Olympics qualifying meet, the event will be considered an 'exhibition' and all finishing competitors will be advanced to the next meet, unless the competitor or relay team is disqualified for a serious infraction or willful misconduct.
 - 5. Require a 3-step compliant club coach to pick up club competition packet information (bibs)
 - 6. Entry fees are approved by the Youth BOA and must adhere to USATF National Youth Committee guidelines

Article X Budget

The Youth BOA shall set and submit an annual budget for the upcoming calendar year to the Pacific Association Treasurer, no later than August 1 of the current calendar year. The Youth Budget shall consist of Championship meet revenues and expenses and other expenses related to the promotion and operation of the PAUSATF Youth program.

- A. Youth Budget includes:
 - 1. Revenue and expense estimates for conducting designated Championship track and field and cross country meets for the upcoming calendar year
 - 2. Expenses for Youth BOA members to attend the USATF Annual Meeting
 - 3. Expenses to conduct the twice a year PAYC meetings

4. Grants to induce and support clubs and other eligible entities in volunteering at Championship meets, hosting a USATF-sanctioned non-Championship meet, and/or expanding PAUSATF Youth program participation and/or coaching knowledge and expertise.
- B. All Championship meet profits are to be used for the benefit of the PAYC members and shall be tracked and reported accordingly. Use of those funds will be determined by the Youth BOA in conjunction with the PAUSATF Board of Directors.
- C. Criteria for reimbursement of expenses for Youth BOA members (max of 2 additional members) that attend the USATF Annual Meeting are as follows:
 - i. Only active Youth BOA members can apply for this reimbursement, where 'active' is defined by attending a minimum of 3 of 5 PAUSATF BOA meetings, 75% of all scheduled PAYC/Youth BOA meetings, and actively work all Championship track and field or cross country meets.
 - ii. Hotel costs will be reimbursed at half the double occupancy rate, if shared
 - iii. Upon write-up of convention meeting report and submission of receipts using the standard PAUSATF reimbursement process/forms
 - iv. NOTE: Reimbursement will not be provided if Youth BOA is reimbursed via another source (no double-dipping)

Article XI
Formal 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 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.

Article XII Removal of Officers

Any officer of this committee, either elected or appointed, may be removed for good cause upon the filling of a petition or "Notice to Remove for Cause." This petition must be signed by a minimum of 20% of the voting members of the PAYC and sent to the Youth BOA. 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 must be returned within 30 days and shall be counted. A majority of those ballots returned in favor of removal shall be required to remove the person from office.

A. Good cause can be, but is not limited to, the following examples:

1. Failure to follow these Bylaws and associated Operating Procedures of the PAYC;
2. Engaging in conduct that reflects unfavorably on USATF;
3. Failure to have current year membership;
4. Misappropriation of funds;
5. Requesting reimbursement of expenses when said expenses were reimbursed by another party (double-dipping);
6. Failure to comply with any local or national rules or policies;
7. Unethical behavior and or SafeSport violation, and/or conflict of interest.

Article XIII Amendments

Amendments to these Operating Procedures may be submitted at any meeting of the PAYC either orally or in writing or sent to the PAYC Secretary or PAYC Chair by mail or electronic means. Amendments will be submitted at least 30 days prior to the meeting at which they are to be considered, so as to allow proper review and submittal to the members of this committee. It shall take effect immediately upon approval by a majority vote of those members voting. Such approved changes will be posted as part of an updated version of the PAYC Operating Procedures on the PA Youth website as soon as possible after the meeting at which they were approved.

Article XIV Conflicts

In the event that any provision of these Operating Procedures conflicts with any applicable

federal, state, or local laws, or the Bylaws, Operating Regulations, or Rules of Competition of the USA Track and Field, Inc., said provision of these Operating Procedures will be void and of no effect.

If any provision of these Operating Procedures is rendered void for conflict with law or the Bylaws, Operating Regulations, or Rules of Competition or USA Track & Field, Inc., all other provisions of these Operating Procedures will be unaffected thereby and continue in full force and effect.

**Article XV
Parliamentary Authority**

The business of the PAYC will general be conducted using the current edition of Robert’s Rules of Order for the general rules of order, except where they conflict with the provisions of these operating procedures, or are overridden by an approved procedure or operating policy.

**Article XVI
Saving Clause**

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

**Article XVII
Adoption**

These operating procedures and any amendments subsequently approved shall be effective immediately upon the date of their adoption.

Appendix A: Code of Ethics

**PACIFIC ASSOCIATION USA TRACK & FIELD
YOUTH COMMITTEE CODE OF ETHICS**

I hereby pledge on behalf of this organization that myself and the entire coaching staff and all the administrators of this club will abide by these following Codes of Ethics as members of the Pacific Association USA Track and Field Youth Program.

- A. I will place the emotional and physical well-being of my athletes ahead of any personal desire to win.
- B. I will remember to treat each athlete as an individual, remembering the large spread of emotional and physical development for the same age group, as well as be honest, fair, and respectful of others.
- C. I will do my very best to provide a safe training situation for my athletes.
- D. I will not consume and/or appear under the influence of alcohol, drugs, tobacco, or any foreign substance that might impair my abilities to function properly while youth athletes are under my direction.
- E. I agree that any member of this organization that is charged with a criminal offense against a youth will be suspended from all activities involving all youth until the matter is fully resolved and cleared of all charges by the authorities.
- F. Procedures for Athlete Transfer and Recruitment:
 - 1. If a parent or athlete decides to move from one club to another on his own accord, prior to the beginning of a season, such transfer will be allowed without reservation. Such transfer must be at the volition of the parent and/or athlete. No coach, assistant or officer of a registered club is permitted to make any overtures, invitations, solicitation, or any actions to induce a member away from one club to another. Be aware that any athlete that participating for a club in a USATF sanctioned event must wait ninety (90) days before they are eligible to compete for another club in a USATF event. An athlete may compete at any time in "un-attached" status.
 - 2. An athlete is considered registered with a club once the athlete competes in any sanctioned meet as a registered member of such club. Club affiliation for any term is designated by possession of a USA Track & Field card, team registration or wearing that team's uniform.
 - 3. If such affiliation is terminated at any time during the season, further participation by such athlete will be allowed only as an independent (unattached athlete). USA Track & Field regulation 7, paragraph C2 allows for changing team affiliation 90 days after the last USA Track & Field sanctioned meet.

- 4. It is common courtesy of the coaches and members of the Pacific Association to contact a member organization, either by phone or in person, when a change of affiliation is considered.
- 5. New clubs may openly solicit for membership throughout the Association (e.g., social media, newspaper, radio, public announcements). However, knowingly making any selective or direct communication to any members of an affiliate organization is strictly prohibited.
- G. Violation of any of the above codes could result in hearings before the Ethics Committee, the Youth Committee, and/or the Pacific Association. The result could be as serious as suspension of the coach, athlete(s), and/or team in question.

Name	Title	
Signature		Date
Name of Organization		