

OPERATING PROCEDURE FOR ASSOCIATION EVENT HOST SELECTION

Purpose: This policy will govern how the USATF Southern Association will determine hosts for their events held during their Indoor Track and Field, Outdoor Track and Field as well as Cross Country Seasons.

I. TARGET AGE GROUP

This policy will target the following age groups:

- A. Youth (18 yrs and under)
- B. Masters (30 yrs and older)
- C. Open (19 yrs thru 29 yrs)

II. KEY DEFINITIONS

- A. **Good Standing:** A club, event organizer or individual desiring to host a meet that has:
 - 1. No debt owed to USATF and/or USATF Southern Association
 - 2. Current membership
 - 3. Complied with all rules of USATF and USATF Southern Association
 - 4. Has not had an unsuccessful meet hosted within the past 12 months (This includes canceling meets after its awarded)
- B. **Successfully Hosted:** A host must have majority of positive responses from the following initial questions to be evaluated post event:
 - 1. Was site registration setup and function efficiently?
 - 2. Was facility ready for competition upon arrival?
 - 3. Did host have adequate volunteers? (A list of volunteers must be provided post competition)
 - 4. Was timing service satisfactory?
 - 5. Did host avoid major delays and was able to adhere to publish schedule times for applicable meets?
 - 6. Did host have adequate quantity of awards if applicable?
 - 7. Did host have adequate hydration stations?
 - 8. Did host have adequate medical support?

9. Was sanctions submitted on time?
- C. **Site Inspection Committee:** Committee establish that will conduct inspection of facilities that are used to host championship meets that are covered by this policy
1. Site Selection committee will be established with at least two representatives from each competition committee (Youth, Masters, LDR, Open)
 2. Committee will be chaired by 1st Vice President
 3. Minimum of three individuals from site selection committee will be appointed to conduct the inspection whether onsite or offsite
 4. Inspections must be done prior to awarding of competition
 5. Onsite inspections are to be conducted as required but are not mandatory
- D. **Olympiad:** Equivalent to 4 years. Three Olympiads is equal to 12 years
- E. **Minimum Distance:** Meets bidding on same day that are within 90 miles must follow this procedure; if they are beyond 90 miles they are consider not in conflict and can be added to respective calendar.

III. SEASONS ARE DEFINED AS FOLLOWS

- A. Indoor Track and Field
1. Invitational
 - 1st weekend of February thru Indoor Championship
 2. Championship
 - TBD
 3. Developmental
 - Any dates outside of the Indoor Track and Field Invitation season as well as any Championship event date regardless of season
- B. Outdoor Track and Field
1. Invitational
 - 2nd weekend of May thru USATF National Junior Olympics Championship
 2. Championship

- 1st weekend of June (Youth/Masters/Open)
- 4th weekend of June (Youth)
- 1st weekend of July (Youth)
- Other Masters and Open Championships TBD

3. Developmental

- Any dates outside of the outdoor track and field invitational season as well as any Championship event date regardless of season

C. Cross Country

1. Invitational

- 1st weekend of October thru USATF National Junior Olympics Championship

2. Championship

- 3rd weekend of November (Youth/Masters/Open)

3. Developmental

- Any date outside of the Invitational cross country season as well as any Championship event date regardless of season

IV. WHO IS ELIGIBLE TO BID AND HOST EVENTS

A. Developmental Meets

1. A Competitive Club, Event Organizer or individual in *good standing* whom must have the age demographics (Youth, Masters or Open) of the type of meet desiring to host.

B. Invitational Meets

1. A Competitive Club, Event Organizer or individual in *good standing* whom must have the age demographics (Youth, Masters or Open) of the type of meet desiring to host.
2. Must have *successfully hosted* a developmental meet.

C. Association Championships

1. A Competitive Club, Event Organizer or individual in good standing whom must have the age demographics (Youth, Masters or Open) of the type of meet desiring to host.
2. Must have successfully hosted an invitational meet.
3. Can only host the championship describe in this section once within an Olympiad per the respective age group (ie: Youth can host one youth championship within Olympiad and same host can host an Open championship within that same Olympiad since they are of different age groups)
4. **Special Consideration:** Those bidders that do not qualify based on haven previously hosted an event within the current Olympiad will still be allowed to submit bids for the Association Junior Olympic Meet. However, those bids will be held and only used if there are NO eligible bids received by the imposed deadline.

D. Region VI Junior Olympics

1. A Competitive Club, Event Organizer or individual in good standing whom must have the age demographics (Youth, Masters or Open) of the type of meet desiring to host.
2. Must have successfully hosted the Association Junior Olympics
3. Can only host the Region VI Junior Olympics once within the last three Olympiads
4. **Special Consideration:** Those bidders that do not qualify based on haven previously hosted an event within the current Olympiad will still be allowed to submit bids for the Region VI Meet. However, those bids will be held and only used if there are NO eligible bids received by the imposed deadline.

V. **BIDDING SCHEDULE**

- A. Outdoor Track Meets will be awarded during the Association Membership meeting held in January
1. August Meeting the Association Membership will be notified of dates available for bids
 2. October 15th All bids submitted to their competition Chairs (Youth, Masters, Open)
 3. November 1st Tentative Schedule released to membership
 4. December 1st Inspection committee to provide report to their competition chairs

5. December 15th Final Draft of scheduled released to membership
6. January TBD Schedule to be approved by membership during Semi-Annual Association meeting
7. February 15th All meets to be posted on USATF Calendar
8. Sanctions must be completed 60 days prior to start of competition

B. Cross Country and Indoor Track and Field meets will be awarded during the Association Membership meeting held in August

1. May 1st for bids The association membership will be notified of dates available for bids
2. June 15th Open & LDR) All Bids submitted to their competition Chairs (Youth, Masters, Open & LDR)
3. July 1st chairs as directed Inspection committee to provide report to the competition chairs as directed
4. July 15th Final draft of scheduled released to membership
5. August TBD Association meeting Schedule to be approved by membership during Annual Association meeting
6. September 15th All events to be posted on USATF Calendar
7. Sanctions must be completed 45 days prior to start of competition.

VI. POLICY EXCEPTIONS

This policy will not cover meets that are not controlled by the association. Examples but not limited to:

1. Any National Championships which are awarded by National bid process and through a Local Organizing Committee
2. South Zone Youth Indoor Championship which is assigned by the USATF Youth South Zone Representative
3. Southwest Region Masters Championship which is assigned by the USATF Southwest Region Masters Coordinator
4. Southwest Region Open championship which is assigned by the USATF Southwest Zonal Associations Representative

OPERATING PROCEDURE FOR NATIONAL CONVENTION TRAVEL AND LODGING

Officers (President, Secretary, Treasurer, Youth Chair and Official's Chair)

Registration Fee; Base Plane Ticket¹; 75% of Lodging² (up to 4 nights)

Delegates

Registration Fee; Base Plane Ticket¹; 50% of Lodging² (up to 4 nights)

Special Consideration

No Registration Fee; 50% of Base Plane Ticket¹; 100% of Lodging² (up to 2 nights)

Athletes

Negotiate with National Office

It is permissible to have a group working dinner the Night before not to exceed government rate.

Officers, Delegates or Special Consideration to utilize points for transportation and lodging and use allotted reimbursement only for convention related expenses.

¹ Base Plane Ticket (based on Airfare originating from New Orleans and Baton Rouge 90 to 60 days before the National Convention)

² Lodging (National Convention Hotel rate)

OPERATING PROCEDURES FOR REQUESTING MEET OFFICIALS

1. The Officials Chair can be contact by phone (337) 962-3009 or email to: marialouis1@aol.com. A request can be for any local meets, (Louisiana and Mississippi) High School Invitational or Region, USATF Invitational or Championship, Colligate Invitational or Conference Championship, and Seniors Olympics meets. All contact information for additional meet officials should be forward to the officials chair at marialouis1@aol.com.

2. Anyone interested in becoming a USATF Certified Official, please fill out the Official's Interest Form (web link) and return it to the Officials Chair, Gloria Louis, marialouis1@aol.com.

3. The Officials Chair will send group emails and/or text messages regarding the meet information and date availability forms to certified officials. The meet information will be posted on the web site @ www.usatfouthern.org. The chair will send reminders to officials about upcoming meets. Meet officials form will be attached to the emails. (Web link, fax or mail).

4. The Officials Chair will notify the requestor of officials within a timely manner. A list of officials will be forwarded to the requestor along with a follow up phone call. If an application form is attached for a conference or championship meet, the information is forwarded directly to the contact person listed on the application.

5. USATF Southern Association Schedule is posted on the web site @ www.usatfsouthern.org.

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