

**OPERATING PROCEDURES OF THE PACIFIC ASSOCIATION RACE WALKING COMMITTEE**

*as amended 15 December 2013*

*(with minor edits by Dave Shrock, 27 December 2013)*

Circumstances not specifically covered in this document will defer to the Pacific Association Bylaws.

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## **Operating Procedures of the Pacific Association Race Walking Committee**

### **Article 1**

#### **Name**

The name of this Committee shall be the Pacific Association Race Walking Committee of the USA Track & Field, Inc., (USATF) hereinafter referred to as "the Committee."

### **Article 2**

#### **Definitions**

1. Athlete
  - a. Active Athlete: any individual who is actively engaged in athletics or who has represented the U.S. in international amateur competition held under IAAF jurisdiction in Athletics within the preceding ten (10) years.
  - b. Amateur Athlete: any athlete who meets the eligibility standards established by the USATF
  - c. Junior Athlete: any athlete who is fourteen (14) years or older on the day of the competition and will not become twenty (20) years old during the year of the competition
  - d. Youth Athlete: any athlete who has not attained nineteen (19) years of age as of the final day of the National Junior Olympic Track & Field meet of the year of competition
  - e. Senior Athlete: Active or Amateur Athlete who is twenty (20) years of age or older.
  - f. Master athlete: Active or Amateur Athlete who is thirty five (35) years of age or older.
2. Amateur athletics competition: a contest, game, meet, match, tournament, or other event in which amateur athletes compete. Any category of an athlete may compete in a competition labeled as Open.
3. Amateur sports organization: a non-profit corporation, club, federation, union, Association, or other group organized in the U.S. which sponsors or arranges any amateur Athletics competition.
4. Pacific Association (PA): the local organization that administers USATF activities in northern California and northwestern Nevada.
5. Club: a local or national organization whose programs involve competitive member athletes, events, and/or education in Athletics. A Club must have a minimum of three (3) race walkers who have competed in PA sanctioned events during the previous year to be considered for voting privileges on the committee.
6. Sanction: a certificate which confers the authority of the USATF for a competition to take place. Applications are available from the PA office or USATF website.

### **Article 3**

#### **Purposes**

- 1 The purpose of this Committee is to supervise, control, coordinate, and encourage race walking activity for Open, Junior, Senior, and Master men and women, as well as for Youth, within the Pacific Association. The Committee is also responsible for writing guidelines of behavior and performance for members of the Committee.
- 2 Act as the regional governing body for race walking within the Pacific Association and to act as the liaison to the USATF.
- 3 Develop interest and participation in race walking throughout the association.
- 4 Coordinate scheduling: encouraging clubs to sponsor sanctioned races at local, national, and international levels.
- 5 Sanction amateur athletic competition in race walking in accordance with these operating procedures.
- 6 Conduct training clinics for race walk judges and race walk officials.
- 7 Keep records of race results and judging summaries.
- 8 Certify or coordinate certification of race walk courses in the association
- 9 Establish and manage the budget for the race walk awards and sponsored races

### **Article 4**

#### **Constituency**

All members of the Committee must be members of USATF and at least 18 years of age. The Committee shall consist of the following: General PA registered race walkers, officials and officers.

1. Executive Committee: It shall be empowered to conduct the business of the Committee between meetings.
  - a. Chair (elected in odd-numbered years by the Voting Membership for a two-year term, according to the PA bylaws), Vice-Chair (appointed by Chair), Secretary/Treasurer (appointed by Chair), the immediate past Chair, a Senior Athletes' Representative, the Masters Athletes' Representative, and the Youth Representative. Unless otherwise designated as a voting member according to Article 4.2, the Vice-Chair and Secretary/Treasurer are not voting members. The Chair will vote only when necessary to break a tie.
2. Voting Membership
  - a. Club Representatives—Each properly registered Club in the PA that has at least three athletes who have competed in at least one (1) PA sanctioned race walk during the previous year is eligible for one (1) vote. The name of the Club's principal representative is to be registered with the Executive Director of the PA and the Secretary of the PA Race Walking Committee. If the principal representative is not in

attendance, the name of a proxy is to be submitted in writing to the Secretary prior to the beginning of the meeting.

- b. Senior Athletes' Representative(s) to the Committee will fulfill at least 20% representation, if available. To meet this requirement, other representatives (i.e., Club, Masters Athletes, Unattached Athletes, etc.) count toward the 20%.

The priority to fill the positions, based in availability, will be:

1. Has represented the USA in the last 10 years in international (IAAF or Area) competition;
  2. Has been a member of the RW National Team in the last 10 years;
  3. Has qualified for the Olympic Trials or the USATF Senior Championship in the last 10 years;
  4. National ranking (Senior before Junior);
  5. Number of years in sport.
- c. Masters Athletes' Representative—PA Masters race walkers are to elect their representative.
  - d. Unattached Athletes' Representative—Unattached athletes and athletes who are members of PA Clubs that do not meet the criteria of section 2a are to elect their representative.
  - e. Race Walking Representative(s) to the PA Board of Athletics—Elected by the Committee (may be selected from the Committee or membership-at-large). According to the PA bylaws, the Committee has three or more representatives to the Board of Athletics: the Chair, one Club Representative(s) for each ten (or fraction thereof) athletic clubs, and one or more Athletes' Representative (s) for each eight hundred athlete members (or fraction thereof).
  - f. Officials Representative—Appointed by PA Officials Committee
  - g. Youth Representative—Appointed by the PA Youth Committee.

## Article 5

### Meetings

- 1 Annual: The annual meeting shall be held at such date, time, and place as may be fixed by the Committee and announced by requisite notice of such meeting. According to the PA bylaws, at the Committee's annual meeting, or by electronic mail (e-mail), the Committee should elect, or the Chair should appoint, if there is not a contested election, a representative from the Committee to the National USATF annual meeting and to the National Race Walking Committee.
- 2 Regular: Regular meetings shall be set at the annual meeting and not less than one meeting shall be held in addition to the annual meeting. The Committee shall set the date, time, and place of the Regular meeting and announce it by requisite notice at least thirty (30) days in advance of the meeting. One meeting is normally to be held at the time and place of the PA Open Championship Track & Field Meet.
- 3 Special: A special meeting may be called by the Executive Committee or by a number of voting members representing not less than 50% of the number of voting members. Such numbers of

voting members shall present a petition bearing their signatures to the Executive Committee as authorization for such a meeting. The Executive Committee shall call such a meeting to take place not more than 30 days from the date of said petition.

- 4 Meeting Notices: The Secretary shall give each voting member at least thirty (30) days written notice of all meetings of the Committee; such notice to specify the time and place of the meeting and agenda, and, in the case of a special meeting, the purpose of the meeting.
- 5 General Rules for meetings:
  - a. New business to be discussed at the annual or regular meeting must be submitted five (5) days in advance to the Executive Committee in order to become part of that upcoming meeting's agenda. (New business which has been submitted in this way but cannot be incorporated will become the first New Business at the next meeting )
  - b. The minutes of all official meetings will be provided to each voting member within 45 days following said meeting.
  - c. Meetings shall be open to all registered PA members and their guests. They will be informed at the beginning of the meeting that all discussion from the floor will be done by voting members and the Executive Committee, unless specifically asked to provide comment. Specific individuals may be allowed to present ideas on behalf of their voting member clubs instead of that club's designated voting member.
  - d. A quorum shall consist of 50% of the voting members of the Committee. Roll call shall be taken at the beginning of each session.

## **Article 6**

### **Voting**

- 1 Each voting committee member shall have one (1) vote. There shall be no voting by proxy, except as allowed for in Article 4, Section 2a. No member may vote in more than one capacity. Except as otherwise provided in these Bylaws, all matters shall be decided by majority vote of those present and voting. Once a voting member has been designated by a club, he or she alone can vote on issues. A permanent vacancy in the voting member club can be answered by the substitution of a new voting member for the remainder of the term.
- 2 Motions and resolutions shall generally be by voice vote. If the voice vote is inconclusive to the Chair or if the Chair's determination is challenged, there shall then be a vote by show of hands. A roll call vote or, if specifically requested, a written ballot shall be taken instead of a voice vote upon oral or written petition of at least one (1) Committee member that is seconded by another Committee member.

## **Article 7**

### **Officers and their duties**

The officers shall perform the following duties and any other duties prescribed by these Operating Procedures, the Executive Subcommittee, or the Committee:

- 1 Chair: The Chair shall preside at all meetings of the Committee; ensure that all duties and responsibilities of the Committee are properly and promptly carried out; appoint subcommittees as well as their Chairs with the approval of the Committee as may be necessary to fulfill the duties and responsibilities of the Committee; communicate with Committee members to keep them fully informed of happenings and decisions to carry out the Committee's responsibilities; prepare an annual budget for the Committee, to be submitted to the PA Treasurer and Executive Director according to the PA bylaws, usually before July 31; report periodically to the PA Board of Athletics; organize a schedule of race walks for PA, including Youth, Open, and Masters' events; solicit judges for race walks within PA; assist the National USATF Race Walking Committee in the organization of national meets to be held with the Pacific Association.
- 2 Vice Chair: The Vice Chair shall, in case of disability of the Chair, serve as Chair until a successor can be elected at a special meeting called for that purpose. In the absence of the Chair, the Vice Chair shall assume the responsibilities of the Chair and execute the authority of the Chair; serve as ex-officio member of special subcommittees; and chair the nominations subcommittee.
- 3 Secretary/Treasurer: The Secretary shall record the minutes of all meetings of the Committee, upon adjournment shall within 45 days e-mail or mail a copy of the written minutes to each member of the Committee, and, in general, shall perform all duties normally pertaining to the office of Secretary. The Treasurer shall keep or cause to be kept a correct and complete record of accounts, showing accurately at all times the financial condition of the Committee; furnish it at annual and regular meetings of the Committee, or whenever requested, a statement of the financial condition of the Committee; and in general perform all duties pertaining to the office of the Treasurer. The Secretary and Treasurer are normally the same person, but may be different individuals.

## **Article 8**

### **Subcommittees**

Special subcommittees may be created from time to time by the Chair with the approval of the voting members as may be necessary to fulfill the duties and responsibilities of this Committee. Subcommittee Chairs shall be appointed by the Chair of the Committee to serve a two year term to run concurrently with the term of the chair. Subcommittee Chairs may be removed for good cause by the Chair of the Committee, or by a vote of two-thirds of the members of the Committee, unless otherwise determined by these operating procedures or the USAT&F Bylaws, the Chair of the Committee or the Subcommittee Chairs may appoint any number of members of the Committee to serve on a subcommittee.

## **Article 9**

### **Temporary Groups**

The Chair may, in conjunction with appropriate Subcommittee Chairs or the Executive Committee, appoint project groups or task forces. No such entity shall continue beyond the term of the Chair without specific reappointment.

## **Article 10**

### **Disciplinary Authority**

The Committee shall refer disciplinary actions to the USATF for any member, athlete, coach, manager, official, trainer, member of the committee, and any other person or entity participating in race walking who, by neglect or by conduct, acts in a manner detrimental to the purposes of the Committee or the USATF, or who has violated any of the Operating Procedures of the Committee, or the Bylaws or Operating Regulations of the PA or USATF.

## **Article 11**

### **Redress of Grievances**

A grievance complaint shall state that conduct detrimental to the best interests of Athletics of the Committee has taken place, or a violation of any of the Operating Procedures of either the Committee or the Bylaws or Operating Regulations of the PA or USATF has occurred, or the rules of eligibility as defined by the IAAF have been broken.

Grievance Complaints shall follow the rules outlined in the USATF Bylaws and Operating Regulations. They are: Grievance Complaints shall (i) be filed with the President and the executive director of the PA, (ii) be signed under oath, (iii) allege with particularity the nature of the grievance, and where appropriate, the PA Race Walk Operating Procedure, USATF, or IAAF rule which has been violated or broken, and (iv) ask that the Board of Athletes of the PA take such action as may be appropriate and in accordance with its rules. Factual allegations should be separately stated in concise language with such allegations set forth in each numbered paragraph of the Grievance Complaint.

## **Article 12**

### **Saving Clause**

Failure of literal or complete compliance with the provisions of these Operating Rules 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 at the meeting held do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of members at any meeting.

## **Article 13**

### **Amendments**

General Provisions:

- 1 Amendments shall be considered by the committee as follows:
  - a. Amendments to the Operating Procedures shall be considered at the annual meeting of the Committee in every odd-numbered year or as needed.

- b. Amendments to the Operating Procedures shall require for passage a two-thirds vote of those members present and voting, providing notice of the proposed amendment has been submitted in writing to the members at least thirty (30) days prior to the meeting.
- 2 Exceptions: Notwithstanding paragraph 1 above, amendments may be considered at any meeting of the Committee in any of the following circumstances
  - a. To act on a tabled amendment proposal
  - b. To make the Operating Procedures conform with federal or local law or regulation
  - c. To make the Operating Procedures conform with USATF, Inc. Bylaws or Operating Regulations
  - d. To make the Operating Procedures conform with USATF, Inc. Rules of Competition
  - e. In emergency circumstances, upon 90% vote of any meeting of the committee.
- 3 Time of Submission: Amendments shall be submitted at least thirty (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 the Committee.
- 4 Form of Submission: The proposed amendments shall be in such form as to show the entire section, subsection, or paragraph, as the case may be, as it will read if adopted, with all proposed additional language underlined, and all proposed deleted language in double parentheses. Alternatively amendments can be submitted using Track Changes in a word-processing program, such that the original and proposed changes are clear.
- 5 Persons submitting: All proposed amendments must be signed by at least two members of the Committee. Such approvals must be in writing, dated, and placed on the proposal when submitted.
- 6 Effective date: Unless otherwise specified at the time of adoption, amendments to the Operating Procedures shall be effective from the date of adoption.

## Article 14

### Event Coordination

- 1 Schedule. The scheduling of races is to be done to best serve the competition needs of PA race walkers.
  - a. Race scheduling will be approved by the Chair, the Senior Athletes' Representative(s), Masters Athletes' Representative, Unattached Athletes' Representative, and the Race Directors for each race.
  - b. Except for special Qualifying Races, the intention to conduct a race should be made known to the Chair at least ten (10) weeks prior to the event. This lead time will permit listing the event on the PA website and notification to PA race walkers by e-mail.
  - c. In order to avoid (minimize) conflicts, the following criteria are to be considered when scheduling races:
    - i. Dates of National Championships, Qualifying races, and Regional Championships in adjoining Associations
    - ii. Previously scheduled PA races
    - iii. Dates of traditional PA races.



- 2 Bid Requirements for Race walks. PA Sanctioned Race Walks (conducted separately from T&F meets) fall into three categories:
  - a. Member club races
  - b. PA Grand Prix
  - c. Championships (Association, Regional, National) and Trials races
- 3 Race Management should guarantee the following:
  - a. For all races, the race host is responsible for
    - i. Lap counters minimum – following USATF rules: Track: 1 per 3 athletes; road: 1 per 4 athletes
    - ii. Aid station – following USATF rules (handlers, water, sponges)
    - iii. Race timing – following USATF rules (3 watches for stopped time on the winner and others who set records plus continuous running time for the rest of the field)
    - iv. Race numbers: 1 per athlete for club level; 2 per athlete for higher level
    - v. For road races, portable johns or restrooms close to the course
    - vi. Medical services personnel
  - b. For Grand Prix races, the race host/director is responsible for
    - i. USATF Certified Officials/RW Judges
    - ii. Legal track. Certified course or course pending certification
    - iii. Meeting requirements to set American records (having sufficient numbers of judges with required levels of certification, etc.).
- 4 Event Criteria
  - a. Member races in general do not require a bid; however, they must have a PA sanction.
  - b. The Committee may hold any number of PA Grand Prix races during the calendar year, but no two Grand Prix races may be the same distance. For example, the Grand Prix races could be 1-mile, 1-hour postal, 1,500-m, 3K, 5K, 8K, 10K, 15K, and/or 20K.
  - c. All Grand Prix races must have a PA sanction and Race Walk amendment.
  - d. Awards for Grand Prix races will be for first, second, and third place women and first, second, and third place men. Race Management, at their discretion, may also award age-group awards.
  - e. All Association, Regional, or National Championships and trials races must have a PA sanction and meet all Items under Race Management.
- 5 Races Open for Bid
  - a. Grand Prix races and all Association races (can be any distance contested at National level as indicated in the USATF rule book or other distance agreed upon by the Committee).
  - b. When making a bid, the following information must be furnished:
    - i. Required
      1. Event description and name
      2. Date and Time of race
      3. Agreement to the Race Management criteria
      4. Location and course certification number or verification of legal track.

- ii. Optional
    - 1. Will you make your race a record setting race even if not required above?
    - 2. Will you offer a separate Youth race (under guidance of the RW Committee?)
    - 3. What amenities will you offer (awards, prize money, t-shirts, volunteer recognition items, etc.)?
- 6 Officials. Unless otherwise approved by the Officials Representative, all race walk officials are to be USATF Certified.
  - a. Requests for officials should be made at least four weeks before the event.
  - b. The Chair and the Officials Committee Representative will approve all officials for special Qualifying Races, Association, and Regional Championships.
- 7 Reporting of Events
  - a. Race Results—Within two weeks of the competition, the race results including athletes' names, USATF Club and Association affiliation, age (on the day of race), and time (or distance for a time-limited postal race) are to be sent to the Chair by the Race Director and to USATF according to the sanction.
  - b. Judging Summary—Within two weeks of the competition, the names of all officials and a copy of the judging summary sheet is to be sent to the Officials Committee Representative by the Chief Judge.
  - c. Publication of Results
    - i. Any publication of race results is to include the names of the judges.
    - ii. Sanctioned or unsanctioned events conducted by any PA member (Club or individual) or individual(s) associated with a Member may not be submitted to any race walking rankings ladder unless the event meets the following judging standard
      - 1. Track (maximum 440 yards) races—A minimum of four (4) certified judges, two of whom are Nationally certified or higher
      - 2. Road (maximum loop 2.5 kilometers) races—A minimum of five (5) certified judges, three of whom are Nationally certified or higher.
      - 3. Note: The above minimum standards are less than that required to set Records.
    - iii. The Chair or the Chair's designee will serve as Records Manager, who is responsible for seeing that the results for PA Grand Prix Championship race walks are posted on the PA website, along with the status of the annual competition for top team, top female, top male, and top age-graded athlete.
- 8 Ownership of Recordings —No special Qualifying race or Championship (Association, Regional, and National) may be recorded for sale (i.e. movie, video, or audio) without the written permission of the conducting entity. The conducting entity may be the Association, Region, or National Committee.

## Article 15

### Pacific Association Competitions

For the purposes of this Committee, PA Race Walking Competitions must be sanctioned. They fall into the categories listed below.

- 1 Member Races
  - a. Any properly registered member of the PA may conduct a Sanctioned Race Walk. A member of the Committee will assist new race directors with technical issues. Non PA members may conduct a Sanctioned Race Walk if they are sponsored by a member. In this instance, member sponsorship means that the member is on the staff directing the race. Also, a Committee Representative will be assigned to the staff to assist with technical issues.
  - b. Sanction—Application reviews will be made according to PA and USATF operating procedures.
    - i. Approval will be based on prior race management expertise.
    - ii. All sections of the Sanction application are subject to compliance.
- 2 Open Association Championships (by bid) for Men and Women
- 3 Any championship distance as defined in the USATF Rule Book may be contested. Expected participation of said event by at least six competitors will be taken into consideration by the Committee before permission to conduct said event is granted. Masters (per USATF Rule Book) Association Championships for Men and Women
  - a. The 5km or 10-km Masters Championship should be contested each calendar year in conjunction with the Open Championship.
  - b. Any other championship distance as defined in the USATF Rule Book may be contested. Valid participation of said event will be taken into consideration by the committee before permission to conduct said event is granted. When there is an Open Championship held at the same distance, the two will be held in conjunction with one another.
  - c. The 5-km Masters Championship is normally conducted as part of the PA Championship Track & Field Meet. If there is a schedule conflict, with permission of the Executive Committee and the Masters Athletes Representative, the 5-km may be conducted outside of the Championship Meet.
  - d. Presentation of Masters Championship awards (five-year age divisions) may be delayed in order to allow the race director the opportunity to purchase only the awards to be presented.
- 4 Special Events
  - a. The PA Race Walking Grand Prix may be any number of events.
    - i. New events may be added by approval of the Committee.
    - ii. Grand Prix Scoring:
      1. Points are awarded as follows:

- a. For individuals (female, male, and age-graded athlete), 10 points for first place in any given Grand Prix race, 9 points for second place, 8 points for third place, 7 points for fourth place, 6 points for fifth place, 5 points for sixth place, 4 points for seventh place, 3 points for eighth place, 2 points for ninth place, and 1 point for all other places, tenth and lower.
  - b. For teams, however, 10 points are awarded for first place in any given Grand Prix race, 8 points for second place, 7 points for third place, 6 points for fourth place, 5 points for fifth place, 4 points for sixth place, 3 points for seventh place, 2 points for eighth place, and 1 point for all other places, ninth and lower. All finishers will receive at least 1 point.
2. The grand prix score is the sum of the points from the best set of races that count. The number of races for which points count for the year's total depends on the total number of Grand Prix races contested as follows:
  - a. For individuals, points from three (3) races count if there are four (4), or five (5) Grand Prix races contested in the year; points from four (4) races count if there are six (6) or seven (7) Grand Prix races; and points from five (5) races count if there are eight (8) or more Grand Prix races;
  - b. For teams, points from four (4) races count if there are four (4), or five (5) Grand Prix races contested in the year; points from five (5) races count if there are six (6) or seven (7) Grand Prix races; and points from six (6) races count if there are eight (8) or more Grand Prix races. Teams are awarded points on the basis of the average age-graded percentages of the top three athletes on the team. A team with only one or two athletes competing gets no score for that meet or race distance.
3. Ties are broken in the following way:
  - a. The athlete or team with the most head-to-head victories wins the tie.
  - b. If still tied, the athlete or team with the higher average age-graded percentage (out of all races entered or the best set of the number that count (not necessarily the same set of races that counted for the score), whichever is fewer), wins the tie. This calculation can be carried to as many decimal places as are necessary to break the tie. It is unlikely that a third tier of tie-breaking will be necessary after this.
  - c. Ties are only broken for the top five (5) places, and ties stand for sixth place and below.

- d. If the athletes or teams who are tied all agree that a tie would be preferable to using this algorithm to break the tie, a tie is an acceptable final result.
    - iii. Recognition: The top five men and women will be recognized by the Committee and the results will be published on the PA website. Specific awards will be determined by the Committee. Grand Prix awards are given three deep: first, second, and third place.
    - iv. There are four categories for Grand Prix awards: (1) Team awards based on age grading, (2) Top female based on time, (3) Top male based on time, and (4) Top age-graded athlete.
  - b. Qualifying Races—In support of the needs of nationally ranked athletes, special qualifying races may be conducted at the direction of the Chair. These races must meet all requirements for a sanctioned meet, with the requisite number of judges, and at least three (3) competitors must start the race.
  - c. Youth Races—In support of the Youth program and for the development of the event, Youth races up to 5-km are encouraged at every event.