

PROPOSED REVISION

October 17, 2024

**OPERATING PROCEDURES of the MASTERS TRACK &
FIELD COMMITTEE**

of USA TRACK & FIELD

_____, 2024

MTF COMMITTEE

USATF

SECTION I

COMMITTEE NAME

The name of this Committee is Masters Track & Field Committee of USA Track & Field.

SECTION II

DEFINITIONS

- A. **Active Athlete Representative:** means the Masters Athlete elected by the Actively Engaged Athlete members of the MTF Committee.
- B. **Actively Engaged Masters Athletes:** means those Masters Athletes selected to become members of the MTF Committee in accordance with Section VI A. of these Operating Procedures.
- C. **Active Masters Athlete:** means a current Masters Athlete who is eligible to compete internationally for the United States of America (“USA”), is a current member in good standing of USA Track & Field (“USATF”), has competed in a domestic USATF sanctioned competition or competed for the USA in any international competition within the previous two (2) calendar years (or was unable to compete due to extraordinary circumstances such as an extended injury as determined by the MTF Committee or the Executive Committee, as appropriate), and who has completed a written application and been approved by a majority vote of the MTF Committee.
- D. **Annual Meeting:** means the official yearly meeting of USATF, the location and time of which is designated by the USATF National Office.
- E. **Athletics:** means, inclusively: track & field; long distance running; mountain, ultra and trail (“MUT”) running; cross country running; road running; race walking; and any other sport disciplines recognized by World Athletics (“WA”).
- F. **Board:** means the Board of Directors of USATF.
- G. **Executive Committee:** means the Executive Committee of the MTF Committee as defined in these Operating Procedures. In the interim between MTF

Committee meetings the Executive Committee conducts the business of the MTF Committee.

- H. Local Organizing Committee: means the group responsible for hosting a Masters National Championships and/or stand-alone national championship events in the areas of combined events, race walking, and throwing events.
- I. Masters Athlete: means an athlete who is at least thirty-five (35) years old.
- J. Masters Athletics: means, inclusively, track & field, long distance running), MUT running, cross country running, road running, race walking, and any other sport disciplines performed by Masters Athletes and recognized by WMA. This document refers to all track, field, and race walking activity for male and female Masters Athletes. Long distance running, road running, MUT running, and cross country running for Masters Athletes is currently governed in the United States by the USATF Masters Long Distance Running Committee and shall be excluded from the definition of Masters Athletics in this document, unless specifically noted otherwise.
- K. Masters Long Distance Running Committee (“MLDR Committee”): means the standing masters sports committee of USATF which administers the sport of long distance running, road running, MUT running, and cross country running, including all out of stadium events and all track events longer than 10,000 meters, for male and female Masters Athletes who are at least forty (40) years of age.
- L. Masters National Championships: means annual indoor and outdoor national championship track and field meets for Masters Athletes and Sub-Masters Athletes.
- M. Masters Regional Coordinators: means the elected, or appointed, person responsible for the coordination of Masters Athletics in a USATF Region.
- N. Masters Track and Field Committee (“MTF Committee”): means the standing sport committee of USATF which administers the sport of track and field for men and women who are at least thirty-five (35) years of age and offers competition to men and women who are at least twenty-five (25 years of age). The makeup of the MTF Committee is set forth in Exhibit E of the *USTAF Governance Handbook*.

- O. MTF Chair: means the individual elected as the chair of the MTF Committee.
- P. National Governing Body (“NGB”): means the governing body for the sport of Athletics in a given country, affiliated with World Athletics, hereinafter “WA.” USATF is the NGB for the sport of Athletics in the United States.
- Q. National Office: means the national headquarters of USATF currently located in Indianapolis, Indiana.
- R. North and Central America, and Caribbean Region of WMA (“NCCMA”): means the international region of WMA administering Masters Athletics in North America, Central America, and the Caribbean, and is one (1) of six (6) international regions organized under WMA.
- S. Officers: means the chair, vice chair, secretary and treasurer of the MTF Committee, hereinafter “MTF Chair,” “MTF Vice Chair,” “MTF Secretary,” and “MTF Treasurer,” respectively.
- T. Officials: means technical officials in the sport of Athletics as certified by USATF or other recognized international bodies.
- U. Relay Selection Committee: means the individuals responsible for selecting Masters Athletes for relay teams at WMA or NCCMA championships.
- V. Subcommittee: means the standing subcommittees of the MTF Committee as defined in these Operating Procedures.
- W. Subcommittee Chair: means individuals selected to chair the Subcommittees.
- X. Sub-Masters Athlete: means athletes between the ages of 25 and 34.
- Y. Task Force: means a team created to investigate and report to the MTF Committee on a singular issue related to Masters Athletics.
- Z. Task Force Managers: means individuals selected to lead Task Forces.

- AA. Team Manager: means the individual(s) selected to manage USATF Masters Competitors at WMA and NCCMA championships.
- BB. Team USATF Masters Competitor: means a Masters Athlete who is a USATF member in good standing and a citizen or a resident (three (3) years minimum) of the USA who has not previously competed internationally for any other country, or have previously competed for other countries in international masters competition but have gone through the World Masters Athletics (“WMA”) “Change of Affiliation” procedure in order to compete as a Team USATF Masters Competitor.
- CC. USA Track & Field (“USATF”): means the NGB for the sport of Athletics in the United States as recognized by WA and the United States Olympic and Paralympic Committee.
- DD. USATF Association (“Association”): means that association representing one (1) of fifty-six (56) geographic areas designated in Exhibit B of the *USATF Governance Handbook*.
- EE. USATF Bylaws: means those bylaws approved by USATF, as subsequently updated, and set forth in the *USATF Governance Handbook*.
- FF. USATF Committees: means those committees designated in Article 13 of the USATF Bylaws.
- GG. USATF Operating Regulations: means those operating regulations approved by USATF, as subsequently amended, and set forth in the *USATF Governance Handbook*.
- HH. USATF Region (“Region”): means one (1) of seven (7) geographic areas comprising a specified number of Associations designated in Exhibit B of the *USATF Governance Handbook*.
- II. US Anti-Doping Agency: means the national anti-doping organization for the United States responsible for the protection of clean athletes and the integrity of sport.

- JJ. World Athletics (“WA”): means the organization in charge of regulating and conducting the sport of Athletics in the world (formerly known as International Amateur Athletic Federation or “IAAF”).
- KK. World Masters Athletics (“WMA”): means the worldwide administrative body for Masters Athletics.
- LL. WMA Delegates: means those individuals selected by the MTF Committee to represent the United States at WMA and NCCMA assemblies and other related international meetings.
- MM. WMA Member: means the single masters national organization formally recognized by WMA as the sole governing body for Masters Athletics within each NGB. The MTF Committee is the WMA Member for all Masters Athletics in the USA, including those disciplines otherwise governed by the MLDR Committee.
- NN. WMA Women’s Delegate: means that woman selected to represent the USA at WMA and NCCMA women’s committee meetings, and other related international meetings.

SECTION III

PURPOSE

The purpose of the MTF Committee is to serve as the masters track and field committee of USATF for the sports of track & field and race walking as approved by USATF and described in the USATF Bylaws. The MTF Committee shall:

- A. Provide a full schedule of Masters National Championships.
- B. Serve as the WMA Member for the USA.
- C. Promote and develop activities related to Masters Athletics.
- D. Provide a forum for discussion of USATF and WMA rules as they relate to Masters Athletics and submit recommendations for changes.

- E. Provide liaisons to USATF through elected Officers and appointed members of the MTF Committee.
- F. Provide representation on appropriate USATF Committees.
- G. Communicate with other organizations that conduct Masters Athletics events, including those conducting events for disabled Masters Athletes, to facilitate scheduling and adherence to the *USATF Rules of Competition*.

SECTION IV

AUTHORITY

The MTF Committee shall act under the authority granted by USATF, WMA, and WA. The MTF Committee shall exercise the following powers as they relate to Masters Athletics:

- A. Serve as the coordinating body for Masters Athletics in the USA.
- B. Establish national goals for Masters Athletics and facilitate the attainment of these goals.
- C. Supervise development and competition in Masters Athletics, including regional and national championships in the USA and international WMA competitions, including establishing procedures for the determination of eligibility for participation in those competitions.

SECTION V

DUTIES

In addition to those duties set forth elsewhere in these procedures, the MTF Committee shall:

- A. Select sites for the Masters National Championships.
- B. Have the right to establish standing Subcommittees and Task Forces.
- C. Administer all matters involving foreign countries in relation to Masters Athletics, including those events which are administered by the MLDR Committee, working in close cooperation with USATF.

- D. Except upon majority vote of those present to the contrary, allow the attendance at its meetings of athletic coaches, Officials, or representatives of any group engaged in Masters Athletics, with the invitees having a voice, but no vote.
- E. Recommend Officials for national and international competitions.
- F. As appropriate, nominate individuals for WMA and NCCMA offices.
- G. Arrange for, oversee, and coordinate an active anti-doping testing program and events for Masters Athletes, with educational input, coordination, and actual testing protocols performed by USADA.
- H. Oversee the operation and development of Masters Athletics in the USA.

SECTION VI

COMPOSITION OF THE COMMITTEE

- A. The MTF Committee shall be constituted under USTAF Regulation 11-A-5 of the USATF Operating Regulations except as set forth below:
 - 1. Up to five (5) at-large members shall serve on the MTF Committee upon proposal by the MTF Chair and subject to the approval of the members of the MTF Committee. The selection of the at-large members shall be the first item of business at the first MTF Committee general session meeting held in conjunction with the Annual Meeting, following the roll call.
 - 2. The number of Actively Engaged Masters Athlete members of the MTF Committee is determined by Exhibit E of the *USATF Governance Handbook*. The Actively Engaged Masters Athlete members of the MTF Committee who will have voting rights shall be selected either in person or virtually by and from amongst all the Active Masters Athletes registered for the Annual Meeting at a time and place to be announced by the Executive Committee.

Note: Challenges to MTF Committee representation are controlled by the USATF Operating Regulations.

SECTION VII

MEETINGS

Regulations governing meetings of the MTF Committee shall be as follows:

- A. The annual meeting of the MTF Committee shall be held in conjunction with and at the time and place fixed for the Annual Meeting of USATF as provided in Article 8 of the USATF Bylaws.
- B. Other general meetings of the MTF Committee may be held in conjunction with the Masters National Championships, indoor, outdoor, or both.
- C. Special meetings of the MTF Committee may be called when deemed necessary by the Executive Committee.
- D. Notice of Meetings
 - 1. Notice of the Annual Meeting shall constitute notice of the meeting of the MTF Committee.
 - 2. Notice of other meetings shall be in writing; shall set forth the date, time, place, and purpose of the meeting; and shall be electronically distributed a minimum of thirty (30) days prior to the date of the meeting, to the last known electronic address of each MTF Committee member.
- E. Quorum: At least twenty-five (25) percent of the MTF Committee members as verified at the current, or the previous Annual Meeting, as applicable, shall constitute a quorum. Roll call shall be taken by the Secretary at the beginning of each session and the quorum, if present, shall be announced by the Secretary.
- F. Reports: All reports from the Officers, Masters Regional Coordinators, Subcommittee Chairs, organizing committees for championship events, and task forces shall be in writing and submitted to the Secretary at least thirty (30) days prior to the Annual Meeting. These reports are to be electronically available to all MTF Committee Members prior to the first session at the Annual Meeting.

G. Order of Business: Business of the MTF Committee shall be conducted at the Annual Meeting in the following order:

1. Roll call of Officers, Association delegates, and other authorized MTF Committee members as detailed in Section VI of these Operating Procedures.
2. The Actively Engaged Masters Athletes, as selected pursuant to Section V A.2. of these Operating Procedures, shall be read by the Secretary.
3. The MTF Chair shall select up to five (5) at-large voting members of the MTF Committee.
4. In the Annual Meeting following the originally scheduled dates of the summer Olympic games, candidates for offices, in the order of MTF Chair, MTF Vice Chair, MTF Treasurer, and MTF Secretary, shall be nominated and seconded, and the MTF Committee shall vote for such Officers.
5. In the Annual Meeting following the originally scheduled dates of the summer Olympic games and in the Annual Meeting two (2) years thereafter, candidates for the Active Athlete Representative shall be nominated and seconded, and the Active Masters Athletes shall vote for such position.
6. The minutes of the preceding meeting shall be read and/or accepted.
7. The MTF Committee shall vote on proposed amendments of bylaws, regulations, competition rules, or Operating Procedures of the MTF Committee.
8. Reports of Officers shall be presented.
9. The MTF Committee shall vote on issues presented by the Officers requiring approval of the MTF Committee.
10. Reports of Masters Regional Coordinators shall be presented.
11. Reports of the standing Subcommittee Chairs shall be presented.

12. Reports of appointed positions as appropriate shall be presented.
 13. Reports of prior Masters National Championships shall be presented.
 14. Reports of future Masters National Championships shall be presented.
 15. The MTF Committee shall vote on bids for Masters National Championships.
 16. Old business shall be considered.
 17. New business shall be considered.
 18. The date(s), place(s), and time(s) of any future meetings of the MTF Committee shall be set.
 19. The MTF Committee sessions shall be adjourned.
- H. Alterations to Order of Business: the order of business may be altered by motion of any MTF Committee member with the approval by a majority vote of the MTF Committee.
- I. Rules of Order: Questions of order shall be decided by the MTF Chair in accordance with the most recent edition of Robert's Rules of Order (newly revised). For all meetings of MTF Committee, the MTF Chair shall designate a parliamentarian, who shall advise the MTF Chair, who is empowered to make parliamentary decisions.

SECTION VIII

OFFICERS AND THEIR DUTIES

- A. Officers of the MTF Committee shall be: MTF Chair, MTF Vice Chair, MTF Secretary, and MTF Treasurer. The term of office for elected officials shall be four (4) years and shall commence at the conclusion of the Annual Meeting following the originally scheduled dates of the summer Olympic games.

- B. The Officers shall be elected at the Annual Meeting of the MTF Committee following the originally scheduled dates of the summer Olympic games. Procedures for the election are found in Section X of these Operating Procedures and shall also follow the general rules for committee elections under the USATF Operating Regulations.
- C. All Officers, unless excused prior to any meeting, should be in attendance at all meetings of the MTF Committee and its Executive Committee.
- D. Beginning December 31, 2028, all Officers shall be subject to the term limit requirements set forth in USTAF Regulation 11-A-3 of the USATF Operating Regulations. Until such time, the MTF Chair shall serve no more than two (2) four (4) year terms, not counting a partial term of two (2) years or less as the result of being elected to fill a vacancy.
- E. The Officers shall perform the following duties and all other duties prescribed elsewhere in these Operating Procedures, or by action taken by the MTF Committee.
 - 1. The duties of the MTF Chair shall be as follows:
 - a. to preside at all meetings of the MTF Committee and the Executive Committee;
 - b. to ensure that all duties and responsibilities of the MTF Committee are properly and promptly carried out;
 - c. to appoint Subcommittee Chairs and Task Force Managers, together with the members thereof, preferably with the authorization of the Executive Committee, to fulfill the duties and responsibilities of the MTF Committee;
 - d. to appoint the Team Manager(s), the WMA Women's Delegate, and the Masters Regional Coordinators, with the approval of the Executive Committee;
 - e. to serve as an ex-officio member of all Subcommittees;

- f. to communicate with MTF Committee members to keep them fully informed of events concerning the MTF Committee and decisions made to carry out the MTF Committee's responsibilities;
 - g. to keep the USATF President, Chief Executive Officer, and the Board member representing the General Competition Division informed of all MTF Committee actions and recommendations;
 - h. to serve as the primary liaison with USATF to establish an annual budget for the MTF Committee;
 - i. to cause copies of the minutes of all meetings of the MTF Committee to be kept and promptly forwarded to all MTF Committee members, the USATF Chief Executive Officer, and the Board member representing the General Competition Division;
 - j. to submit reports to Masters Athletes via appropriate publications;
 - k. to respond to inquiries concerning Masters Athletics (other than those that should appropriately be directed to the chair of the MLDR Committee); and
 - l. serve as the primary WMA Delegate to represent the MTF Committee at WMA general assembly and NCCMA meetings.
2. The duties of the MTF Vice Chair shall be as follows:
- a. to preside over meetings of the MTF Committee and the Executive Committee in the absence of the MTF Chair;
 - b. to assist the MTF Chair in monitoring the activities of the Subcommittees;
 - c. to perform other duties as requested by the MTF Chair;
 - d. to assist the MTF Chair in responding to inquiries; and

- e. to take over the duties of the MTF Chair in the event the MTF Chair is absent or temporarily incapacitated.
3. The duties of the MTF Secretary shall be as follows:
- a. to record the minutes of all meetings of the MTF Committee and the Executive Committee and submit to the MTF Chair for review;
 - b. to submit copies of the reviewed minutes of the MTF Committee to USATF President, Chief Executive Officer, and the Board member representing the General Competition Division;
 - c. to advise MTF Committee members as to upcoming meetings;
 - d. to assist with the preparation of reports to Masters Athletes;
 - e. to maintain a list with current contact information of all current members of the MTF Committee;
 - f. to perform all duties typically pertaining to the office of Secretary; and
 - g. to ensure that all minutes, after approval by the appropriate authority, are publicized on the MTF Committee website and other appropriate places.
4. The duties of the Treasurer shall be as follows:
- a. to serve as chair of the Budget and Finance Subcommittee;
 - b. to submit the proposed MTF Committee budget to the USATF Budget and Finance Committee after review by the MTF Chair;
 - c. to submit a proposed budget for the following year to the MTF Committee at the Annual Meeting for approval; and
 - d. to prepare financial statements and distribute to appropriate individuals.

SECTION IX

EXECUTIVE COMMITTEE

- A. The Executive Committee shall be composed of the elected Officers, the Masters Regional Coordinators, the chair of the Anti-Doping and Substance Abuse Subcommittee, the chair of the Championships Games Subcommittee, the chair of the Combined Events Subcommittee, the chair of the Communications Subcommittee, the chair of the Race Walking Subcommittee, the chair of the Throwing Events Subcommittee, up to three (3) additional members appointed by the MTF Chair, and the elected Active Athlete Representative.
- B. The Executive Committee shall have the following duties and responsibilities:
1. to conduct the business of the MTF Committee between meetings of the MTF Committee;
 2. to approve the selection of the Team Manager(s), WMA Women's Delegate, and Masters Regional Coordinators; and
 3. to perform other duties as determined by the MTF Committee.
- C. The Active Athlete Representative shall serve for a term of two (2) years, which term shall begin at the end of the Annual Meeting in which the Active Athlete is elected, and shall have the following duties and responsibilities:
1. to represent the interests of the Masters Athlete community and introduce their proposals and concerns at meetings of the Executive Committee;
 2. conduct the Athletes Meetings at the Indoor and Outdoor Championships; and
 3. to participate in the Relay Selection Committee during international Masters Athletics competitions.

- D. There shall be two Executive Committee meetings at the Annual Meeting, (just prior to the first general session of the MTF Committee and following the last general session of MTF Committee at the Annual Meeting). There shall also be an Executive Committee Meeting at the Masters National Championships, indoor, outdoor, or both, as decided by the Officers with approval from the Executive Committee.
- E. Special meetings of the Executive Committee may be called by the MTF Chair or at the written request of one-fourth (1/4) of the Executive Committee, forwarded to the MTF Secretary. The MTF Chair shall then call the special meeting within fourteen (14) days of receipt of the request.
- F. Unless otherwise specified in these Operating Procedures, majority vote on any issue shall prevail. The MTF Chair shall not vote unless there is a tie, in which case the MTF Chair shall cast the deciding vote. Voting may be conducted by ballot, phone, e-mail, or electronic application, as determined by the MTF Chair.
- G. Members of the Executive Committee are expected to attend, in person, a minimum of fifty percent (50%) of Executive Committee face-to-face or virtual meetings over a two (2) year period. If a member of the Executive Committee fails to do so, then absent extenuating circumstances, that member shall be considered as having resigned and will be replaced by the MTF Chair, with the concurrence of the Executive Committee.

SECTION X

NOMINATIONS, VOTING, ELECTIONS, AND VACANCIES

- A. The following shall govern the procedures for nomination:
 - 1. At least one hundred and twenty (120) days prior to the Annual Meeting, the Nominating Subcommittee of three (3) persons, at least one (1) of whom shall be an Active Athlete, shall meet to make nominations for the various elected positions of the MTF Committee which will be eligible for election at the Annual Meeting for that year.

2. No member of the Nominating Subcommittee, unless nominated from the floor, shall be eligible for election to a position on the MTF Committee in the years for which he or she is on the Nominating Subcommittee.
 3. The report of the Nominating Subcommittee shall be made available at the Annual Meeting at least forty-eight (48) hours prior to the election.
 4. Nominations may be made from the floor at the Annual Meeting. No nomination may be made for an absent person unless that person has notified the Nominating Subcommittee, in writing, of his or her willingness to accept that specific nomination.
- B. The following regulations shall govern voting procedures:
1. Candidates for elected positions may make presentations of the following length unless modified by the Executive Committee:
 - a. The candidates for Officers shall each have five (5) minutes, maximum, followed by a maximum of five (5) minutes for questions and answers. Any candidate who does not use the full five (5) minute allotment for presentation shall have such remaining time added to such candidate's time allotted for questions and answers.
 - b. The candidates for Active Athlete Representative shall each have one (1) minute, maximum, followed by a maximum of one (1) minute, maximum for questions and answers.
 2. Individuals may be nominated for more than one (1) elected position but may only serve in one (1) elected position.
 3. Following the close of nominations and presentations by the Officer candidates, the MTF Secretary shall give the USTAF Organization Services Committee the names of the nominees and the authorized list of verified voting MTF Committee members. The voting time, place, and procedure shall be as set by the USATF Organizational Services Committee.

4. Following the final Active Athlete Representative candidate's question and answer period, the vote for the Active Athlete Representative shall take place.
 - a. Each Active Athlete Representative candidate must be an Active Masters Athlete.
 - b. Selection shall take place by secret ballot. Only verified Active Masters Athletes that are present may cast a ballot. No proxies shall be permitted.
 - c. The MTF Chair shall appoint two (2) members of the MTF Committee who are not Active Masters Athletes to tabulate the ballots.
 - d. A nominee must receive a majority of the votes to be selected. If there are more than two (2) candidates and none has a majority, a second round of voting shall be conducted immediately. If there is a tie, another vote shall be taken the following day, with the highest number of votes determining the Active Athlete Representative to the Executive Committee.
 5. Each MTF Committee member shall have one (1) vote and must be present to vote. There shall be no voting by proxy. No individual may vote in more than one (1) capacity, i.e., a member who is voting as the Masters chair for an Association, may not also vote as the Masters Regional Coordinator for a Region.
- C. Unless otherwise specified in these Operating Procedures, the following shall govern the procedures for elections:
1. Elections shall be conducted in accordance with USATF Operating Regulations.
 2. The USATF Organizational Services Committee shall inform the MTF Committee of its protocols and procedures for the conduct of elections and shall conduct elections according to those protocols and procedures.

3. Balloting shall take place according to the directives of the USATF Organizational Services Committee.
 4. All elections shall take place at a predetermined time that shall be posted for at least twenty-four (24) hours prior to the election.
 5. Regardless of internal MTF Committee rules, only those bona fide members of the MTF Committee or their properly registered alternates under USATF Bylaws shall be eligible to vote.
- D. All Officers and selected or appointed administrators are subject to dismissal by two-thirds (2/3), or more, vote of either the MTF Committee during a MTF Committee meeting, or of the Executive Committee in the interim between MTF Committee meetings. The dismissal may be for cause, or for non-performance of duties. An officer or administrator may be recommended for dismissal by any member of the MTF Committee with the second by any member of the Executive Committee. The specific reason(s) for the dismissal recommendation must be presented, in written form, to the MTF Chair, or MTF Vice Chair, as appropriate, who shall bring the matter before the MTF Committee or the Executive Committee, as appropriate. The individual being recommended for dismissal has the right to submit written and/or oral statements in opposition to the recommended dismissal to the MTF Committee or the Executive Committee, as appropriate.
- E. The following shall govern procedures for filling vacancies for Officer positions:
1. Until the MTF Committee can arrange a special Meeting to fill a vacancy:
 - a. in the case of a vacancy in the MTF Chair position, the MTF Vice Chair shall succeed to the position of MTF Chair and shall appoint an interim MTF Vice Chair, after consulting with the Executive Committee; and
 - b. in the case of the vacancy in any other Officer position, the MTF Chair shall appoint an interim Officer, after consulting with the Executive Committee.

2. As soon as reasonably practical following a vacancy, a special Meeting of the MTF Committee shall be called and the MTF Committee members shall elect a replacement to complete the remainder of the term.
 3. Prior to the election to fill a vacant position, the names of nominees may be submitted to the Secretary, provided such nomination is in writing and signed by two members of the MTF Committee. The formation of a Nominating Subcommittee shall not be necessary. The Secretary shall prepare a resume to be submitted to the MTF Committee prior to the election.
 4. Nominations for vacant positions may be made from the floor during the special Meeting.
 5. Written ballots shall be used for all contested elections and, if the USATF Organizational Services Committee does not conduct the election, shall be tabulated by at least two (2) members of the MTF Committee designated by the Secretary, neither of whom shall be a candidate on the ballot.
- F. In the case of a vacancy in the position of the Active Athlete Representative, the highest ranking Officer who is also an Active Masters Athlete shall appoint an interim Active Athlete Representative to serve until the next Annual Meeting, at which time the Active Masters Athletes shall elect an Active Athlete Representative to complete the remainder of the term.

SECTION XI

SUBCOMMITTEES

- A. The MTF Committee shall have the following standing Subcommittees:

Anti-Doping and Substance Abuse

Awards

Budget and Finance

Championship Games

Combined Events

Exhibition Events

Hall of Fame
Inclusion
Marketing and Communications
Nominating
Race Walking
Records
Throwing Events

- B. Task Forces shall be established by the MTF Chair, as needed, and shall be subject to the approval of the Executive Committee. A Task Force shall cease to function when it has completed its specified task as determined by the Executive Committee.
- C. Subcommittee Chairs and Task Force Managers shall be appointed by the MTF Chair, after consulting with the Executive Committee. Subcommittee Chairs shall serve a term to run concurrent with the term of the appointing MTF Chair. Such term shall not end until after the indoor National Masters Championships following the end of the term of such MTF Chair, unless earlier removed and replaced by the then-acting MTF Chair. Task Force Managers shall serve until the Task Force completes its specified task as determined by the Executive Committee, unless earlier removed and replaced by the then-acting MTF Chair.
- D. Unless otherwise stated in these Operating Procedures, USATF Bylaws, or USATF Operating Regulations, the MTF Chair, upon the recommendation of the Subcommittee Chair or Task Force Manager shall appoint the Subcommittee or Task Force members, as appropriate.
- E. The following serves as a brief description of the responsibilities of each standing Subcommittee:
 - 1. The Anti-Doping and Substance Abuse Subcommittee shall: arrange for, oversee, and coordinate anti-doping testing for Masters Athletes and Masters Athletics events; provide guidance to the Executive Committee on any non-USADA issues raised by MTF Committee members which do not involve confidential or privileged information; carry out activities to inform Masters Athletes about medical, anti-doping, and substance abuse education, issues and protocols; and interface with the

appropriate anti-doping agency in accomplishing the goals of the MTF Committee to maintain a “clean” sport at all levels.

2. The Awards Subcommittee shall determine the criteria for and select: outstanding Masters Athletes for annual age group, event group (e.g., sprints, middle distance, distance, jumps, throws, race walking, combined events, while deferring to the Combined Events Subcommittee, Race Walking Subcommittee, and Throwing Events Subcommittee when selecting outstanding Masters Athletes for those event groups), and overall athlete-of-the-year awards; recipients for distinguished service to Masters Athletics; and nominees for the WMA annual “Athlete of the Year” awards in each appropriate category.
3. The Budget and Finance Subcommittee shall prepare and negotiate a proposed budget to submit to USATF and present the negotiated budget to the MTF Committee at the Annual Meeting. The Subcommittee shall consist of the MTF Chair, MTF Vice Chair, MTF Treasurer, and any other appropriate member as appointed by the chair of the Subcommittee.
4. The Championships Games Subcommittee shall: be responsible for all aspects of all Masters National Championships and shall conduct each to conform with USATF rules; review and keep current the “*Criteria for Hosting Championships*” and the “*Procedures for Site Selection*;” secure bids for the Masters National Championships sites and coordinate the selection process; prepare the schedule of events for each Masters National Championships; and work with the Local Organizing Committee to ensure the fulfillment of all contractual obligations and the success of the Masters National Championships.
5. The Combined Events Subcommittee shall: solicit bids for stand-alone combined events championships, oversee the organization and conduct of these events, and serve as a resource to the Local Organizing Committees for such events; determine outstanding Masters Athletes of the year for combined events; and serve as a resource to the Championships Games Subcommittee and the Local Organizing Committee for the conduct of the combined events at the Masters National Championships.

6. The Exhibition Events Subcommittee shall: organize exhibition events for Masters Athletes at the USATF indoor and outdoor senior championships as well as at select major competitions; and be responsible for nominating U.S. participants in masters exhibition events at international championship competitions.
7. The Hall of Fame (“HOF”) Subcommittee shall research, solicit, and present nominees for selection to the Masters Athletics HOF on an annual basis. HOF nominees may include active or retired athletes and administrators who have been involved in Masters Athletics for a minimum of ten (10) years. Voters shall include the members of the Subcommittee, current members of the Hall of Fame, members of the Executive Committee, all Subcommittee Chairs, and all Association masters chairs. Criteria for selection to the Masters Track & Field Hall of Fame shall be established by the Subcommittee.
8. The Inclusion Subcommittee, to empower athletic development, competition, fitness, friendship, sportsmanship, and volunteerism, shall: undertake activities to establish and maintain an inclusive culture that fosters equitable participation for athletes, officials, volunteers and spectators; provide or enable education and advocacy for MTF Committee policies that sustain foundations of a diverse and inclusive culture across all dimensions of diversity including, but not limited to, age, race, creed, sex, sexual orientation, gender, gender expression, class, income, educational background, geographical location, national origin, marital status, parental status, disability and levels of athletic ability.
9. Marketing and Communications Subcommittee shall: develop and implement an overall marketing strategy; develop initiatives to grow the sport of Masters Athletics and to increase the participation of masters long distance running participants in Masters National Championships and shall identify and track specific metrics of progress for each initiative; develop an integrated communications strategy for the MTF Committee, including traditional print and broadcast media, social media, website, and public relations, to be implemented in coordination and collaboration with the USATF Marketing, Communications, and Events staff in the National Office.

10. The Nominating Subcommittee shall make nominations for the various elected positions of the MTF Committee through the process outlined in the Nominations, Voting, Elections, and Vacancies Section of these Operating Procedures.
11. The Race Walking Subcommittee shall: establish procedures for selecting Race Walking championships held outside the Masters National Championships; ensure that race walking records are maintained for Masters Athletes; determine outstanding Masters Athletes of the year for race walking events; and serve as a resource to the Championships Games Subcommittee and Local Organizing Committee for the conduct of race walking events at the Masters National Championships. The chair of this Subcommittee shall serve as the MTF Committee representative to the USATF Race Walk Committee.

Note: Regional race walking championships may be administered by race walk coordinators designated by the Masters Regional Coordinators.

12. The Records Subcommittee shall: maintain and update age-group American records for Masters Athletics; periodically submit a report to the Executive Committee consisting of a list of records that are recommended for ratification, the annual accumulation of which shall be included with the MTF Committee's formal report at the Annual Meeting. The chair of this Subcommittee shall serve as the MTF Committee representative to the USATF Records Committee.
13. The Throwing Events Subcommittee shall: solicit bids for stand-alone throwing events national championships, oversee the organization and conduct of these events, and serve as a resource to the Local Organizing Committees for such events; determine outstanding Masters Athletes of the year for throwing events; and serve as a resource to the Championships Games Subcommittee and the Local Organizing Committee for the conduct of the throwing events at the National Masters Championships.

F. General provisions governing Subcommittee and Task Force operation:

1. There shall be a chair and secretary of each Subcommittee and a Task Force Manager and secretary for each Task Force.
2. Unless otherwise provided for, the term of office for all Subcommittee and Task Force members shall be concurrent with the term of the Subcommittee Chair or Task Force Manager, as appropriate.
3. Meetings of each Subcommittee shall be called by the Subcommittee Chair and shall be held at least annually, with the exception of the Nominating Committee which shall only meet in years when there is an election to be held during the MTF Committee meeting at the Annual Meeting.
4. Meetings of each Task Force shall be called by the Task Force Manager, the first of which shall be held as soon as reasonably practicable following the establishment of the Task Force and then as often as necessary to thoroughly and efficiently complete its task.
5. The general duties of all chairs of Subcommittees and Task Force Managers shall be as follows:
 - a. Preside at all meetings of that Subcommittee or Task Force.
 - b. Ensure that all responsibilities of that Subcommittee or Task Force are properly carried out.
 - c. Communicate with the Subcommittee or Task Force members and the Officers to keep them fully informed of happenings and decisions necessary to carry out the Subcommittee's or Task Force's responsibilities.
 - d. Provide Subcommittee or Task Force reports at the Annual Meeting, general meetings of the MTF Committee, and at other times as requested by the MTF Chair.
 - e. Serve on the corresponding USATF committees as requested by the MTF Chair.

6. The general duties of all secretaries of Subcommittees and Task Forces shall be as follows:
 - a. Give notice of all meetings to all members in a timely manner.
 - b. Take minutes of all meetings and, after approval by the Subcommittee Chair or Task Force Manager, as appropriate, furnish them to the MTF Secretary to publish in appropriate areas.

SECTION XII

REPRESENTATIVES TO USATF COMMITTEES

- A. The MTF Committee shall be represented on all appropriate USATF Committees. These representatives shall be appointed by the MTF Chair, after consulting with the Executive Committee.
- B. The MTF Committee representatives to the various other USATF Committees shall follow the business of their assigned USATF Committees, attend as many of their meetings at the Annual Meeting as possible, and report back to the MTF Committee regarding any items of interest to the MTF Committee. Each representative should also introduce any relevant MTF Committee matters or actions to their USTAF Committee for consideration.
- C. The MTF Chair shall appoint representatives to the following USATF Committees:

Associations

Athletics for the Disabled

Coaching Education

Diversity

Ethics

Law and Legislation

Masters Long Distance Running (MLDR)

Officials

Organizational Services

Racewalk

Records

Rules

Sports Medicine and Science
Women's Commission

- D. The MTF Committee representative to the USATF Rules Committee shall solicit from the MTF Committee discussion and proposals for USATF and WMA rules and submit recommendations, in proper form and wording, for changes, along with supporting information, to the MTF Committee and/or the USATF Rule Committee, as applicable, in a timely manner.
- E. The MTF representative to the USATF Law and Legislation Committee shall solicit from the MTF Committee discussion and proposals for amendments to USATF Bylaws, and USATF Operating Regulations. Proposals shall be reviewed for proper form and wording and submitted to the MTF Committee and/or the USATF Law and Legislation Committee, as applicable, in a timely manner.

SECTION XIII

REGIONS AND REGIONAL MANAGEMENT

- A. Designation of Regions: There shall be seven (7) Regions, which shall embrace the fifty-six (56) Associations.
- B. Masters Regional Coordinators
 - 1. Determination, Term, and Vacancies
 - a. Each Region shall have a Masters Regional Coordinator.
 - b. Each Masters Regional Coordinator shall be appointed by the MTF Chair, with the approval of the Executive Committee, in consultation with the masters chairs of the Associations comprising the Region.
 - c. Masters Regional Coordinators must be current USATF members in good standing and shall reside within the boundaries of one of the Associations comprising the Region or, if no resident in the Region is available, in immediately adjacent areas. Masters Regional Coordinators may be members of any Association.

- d. Unless otherwise provided, all Masters Regional Coordinators shall serve a term concurrent with the term of the appointing MTF Chair. Such term shall not end until after the indoor National Masters Championships following the end of the term of such MTF Chair, unless earlier removed and replaced by the then-acting MTF Chair.
- e. If, for any reason, there is a vacancy in a Regional Coordinator position, the MTF Chair shall have three (3) months to appoint an interim Masters Regional Coordinator to fulfill such Masters Regional Coordinator's responsibilities.
- f. Prior to the first Annual Meeting after the election of a new MTF Chair, the Masters Regional Coordinators shall select one (1) of their colleagues to head the Masters Regional Coordinators Meeting at the Annual Meeting, using the following process.
 - i. The MTF Chair shall give a notice, including the nomination deadline and voting period, to all Masters Regional Coordinators no fewer than two (2) months prior to the Annual Meeting. The notice must provide at least 21 days for nominations to be made and at least 5 days for the voting period. Each eligible voter shall acknowledge receipt of the notice by e-mail to the MTF Chair.
 - ii. Nominations are to be submitted to the MTF Chair.
 - iii. Nominees may submit to the MTF Chair no more than two (2) pages of information about themselves, their backgrounds, and their goals. The MTF Chair shall distribute this information to each of the eligible voters.
 - iv. Voting shall be conducted online through an anonymous online voting application set up by the Executive Committee with results visible to the MTF Chair, MTF Vice Chair, and MTF Secretary unless any of them are nominees. The MTF Chair shall communicate the final vote totals to all Masters Regional Coordinators.

v. The person who receives the most votes, regardless of the total number of votes cast, shall be the person selected to chair the Masters Regional Coordinators meeting.

vi. The vote of the MTF Chair shall break any ties.

2. The duties of the Masters Regional Coordinators shall be as follows:

- a. to develop plans to strengthen Masters Athletics in the Region;
- b. to be responsible for the selection of Regional championships sites;
- c. to assist the directors of Regional championship events and ensure that USATF Rules of Competition are followed;
- d. to ensure that Regional records are maintained and kept up-to-date;
- e. to disperse funds allocated to the Region;
- f. to submit a written report and present a verbal report regarding the activities in the Region at the Annual Meeting of the MTF Committee;
- g. to submit an annual written financial report to the Region;
- h. to disseminate information to Masters Athletes in the Region;
- i. to represent the Region at the Annual Meeting of the MTF Committee;
- j. to serve as a member of the Executive Committee; and
- k. to work with the Associations' masters chairs in the Region to strengthen the Masters Athletics program in each Association.

3. Regional Governance and Authority

- a. It is recommended that each Region have a regional advisory council/group to assist and advise the Masters Regional Coordinator. Each Region shall determine the method of selection of its advisory

group. These groups may be composed of Associations' masters chairs and/or individuals with appropriate expertise. The Executive Committee shall review the composition of these groups.

- b. Each Region shall have the authority to develop an operating code and/or standards, guidelines, and policies that govern the management of Regional activities.

SECTION XIV

Team Manager

- A. The MTF Team Manager and assistants, as appropriate, are selected by the MTF Chair with the approval of the Executive Committee.
- B. The duties of the Team Manager shall be as follows:
 - 1. to be primarily responsible for managing the participation of the Team USATF Masters Competitors in WMA and NCCMA championships;
 - 2. to communicate with Team USATF Masters Competitors prior to and during the WMA and NCCMA championships to assure a timely and accurate flow of information;
 - 3. to liaise with USATF staff regarding issues related to travel and lodging for assistant Team Managers and service staff;
 - 4. to liaise with USATF staff regarding distribution of team uniforms;
 - 5. to convene a meeting of the Relay Selection Committee, consisting of the Team Manager(s), MTF Chair, MTF Vice Chair, Active Athlete Representative, and Masters Athletes, as appropriate to obtain an odd number of members, to finalize entries for relays at WMA and NCCMA championships and file relay entries with meet management in a timely manner;

6. to serve as primary point of contact for Team USATF Masters Competitors who desire to file protests with meet management at WMA and NCCMA championships;
7. to advise and assist Team USATF Masters Competitors who are selected for anti-doping testing at WMA and NCCMA championships; and
8. to perform other duties as appropriate to facilitate the successful participation of Team USATF Masters Competitors at WMA and NCCMA championships.

SECTION XV

SELECTION OF WMA DELEGATES AND WMA WOMEN'S DELEGATE

- A. WMA Delegates are selected for WMA, NCCMA, and all other international meetings requiring USATF representatives. There are two parts to the selection:
 1. distribution of Delegates between the MTF Committee and MLDR Committee and
 2. the method of selecting Delegates assigned to MTF.
- B. As chair of the association responsible for Masters Athletics by the WA Member Federation (the USA through USATF), the MTF Chair shall be the leader of the USATF delegation.
- C. The remaining delegates authorized (four at the current time) shall be apportioned between MTF and MLDR by agreement between the MTF Chair and the chair of MLDR.
- D. Any delegates allotted to the USA (over and above the MTF Chair) shall be selected by the MTF Chair (with approval of the Executive Committee) in even numbered years to staggered four (4) year terms.
- E. One (1) person shall be appointed by the MTF Chair, with the approval of the Executive Committee, as the WMA Women's Delegate. The WMA Women's Delegate shall serve a term concurrent with the term of the appointing MTF

Chair. Such term shall not end until after the indoor National Masters Championships following the end of the term of such MTF Chair, unless earlier removed and replaced by the then-acting MTF Chair.

SECTION XVI

AMENDMENTS

These Operating Procedures may be amended at any annual meeting of the MTF Committee or at any meeting specially called for that purpose. Written notification of proposed amendments must be sent to members of MTF at least thirty (30) days prior to the meeting at which they are considered, unless this time requirement is waived by a vote of at least ninety (90) percent at an MTF Committee meeting. Amendments to the Operating Procedures shall require for passage a two-thirds (2/3) vote of the MTF Committee members present and voting. Unless otherwise specified at the time of adoption, amendments to these Operating Procedures shall be effective immediately at the conclusion of the meeting at which they are adopted.

SECTION XVII

USATF BYLAWS AND OPERATING REGULATIONS

If any provision of these Operating Procedures conflicts with a USATF Bylaw or USATF Operating Regulation, the USATF Bylaw or USATF Operating Regulation shall control.

Adopted: December 2, 1994 (St. Louis)

Revised: December 6, 1996 (San Francisco)

Revised: December 5, 1997 (Dallas)

Revised: December 4, 1998 (Orlando)

Revised: December 3, 1999 (Los Angeles)

Revised: December 3, 2000 (Albuquerque)

Revised: November 28, 2001 (Mobile)

Revised: December 6, 2003 (Greensboro)

Revised: December 1 and 4, 2005 (Jacksonville)

Revised: November 29, 2007 (Honolulu)

Revised: December 2, 2017 (Columbus)

Revised: December 6, 2019 (Reno)

Revised: June 8, 2021 (Special Meeting)

Revised: December 4, 2021 (Orlando)

Revised: December 2, 2022 (Orlando)