

**THE SOUTHERN CALIFORNIA YOUTH ATHLETIC SPORTS COMMITTEE OF**  
**THE SOUTHERN CALIFORNIA ASSOCIATION OF USA TRACK & FIELD**  
**BY-LAWS AS REVISED ON January 21, 2015**

**ARTICLE 1**  
**NAME**

The name of the organization shall be Southern California Association Youth Athletics Sports Committee of Southern California Association of USA Track & Field, Inc. The acronym "SCA Youth" may be used for the purpose of brevity.

**ARTICLE II**  
**ORGANIZATION OBJECTIVES**

The primary purpose of the organization is to develop those skills and disciplines which are essential to learning and improving in the area of track & field competition. To reach this objective we will:

- (a) Motivate athletes to improve their academic achievement.
- (b) Develop good sportsmanship, by promoting friendship and fair play.
- (c) Develop competitiveness, by establishing well organized programs and competitions.
- (d) Develop strong bodies, minds, self-discipline, self-esteem, and high moral standards.
- (e) Provide an opportunity to travel.
- (f) Organize programs to assist members in meeting their financial need, as they relate to club activity.
- (g) Promote consistency with the rules and By-laws of USA Track & Field by inclusion.

**ARTICLE III**  
**MEMBERSHIP**

The membership in this Committee is open to any boy or girl eligible to compete as a youth athlete, or any coach or track & field club, residing within the Southern California Association's, USA T & F boundaries and are willing to abide by this Committee's By-laws and Policies.

To apply for membership, an applicant shall submit the application form provided by SCA/USA T & F. If accepted the applicant shall pay the annual dues as determined by SCA/USA T & F.

**ARTICLE IV**  
**MEETINGS OF THE MEMBERSHIP**

- (a) Meetings of this Committee shall be held at a location determined by the membership, on the third Wednesday of each month, at 8:00 p.m. Special meetings may be called by the Chairman at any time, provided ample time notice is given to the membership.
- (b) The election and installation of officers for the Youth Athletic Committee shall be conducted during the October meeting of each odd year with the exception of the Chair/VP to the Association Executive Board. The Youth Chair/VP will be elected during the October meeting of each even year. Clubs with forty-nine or less registered members during the calendar year prior to the election will be allowed one designated delegate vote. Registered clubs with fifty or more registered members during the prior calendar year will be allowed two designated delegate votes.
- (c) All votes at general meetings, other than elections will be accepted from anyone in attendance.
- (d) Order of Business: Twelve members are necessary to constitute a quorum. All general meetings of the SCA Youth Athletic Committee shall follow the following business order:
  1. Reading of Minutes of preceding Meetings
  2. Roll Call of Delegates (For elections only).
  3. Officer's Report

4. Treasurer's Report
5. Committees Reports
6. Old Business
7. New Business
8. Meet Critiques
9. Upcoming Meets
10. Adjournment

#### ARTICLE V OFFICERS

- (a) The officers of this Committee shall be: The Chairman, Vice-Chairman, Secretary, Financial Secretary, and Treasurer. They shall be elected at the general meeting as specified in Article IV (b). In the event an officer resigns, is removed, or is unable to serve, the membership of this Committee shall name a successor for the remaining portion of that officer's term.
- (b) Any officer of this Committee may be removed for good cause shown by a majority of the current registered voting delegates of this association, during a monthly meeting or a special meeting called for this purpose, provided that requisite notice for such meeting is properly set forth on its agenda, the said removal vote.

#### ARTICLE VI DUTIES OF OFFICERS

The officers shall perform the following duties and all other duties prescribed by these By-laws.

- (a) **Chairman.** The Chairman shall preside at all meetings of the membership of this committee and be an ex officio member of all sub-committees. The Chairman shall manage and supervise the affairs of this Committee. He or she shall select persons for sub-committees and other appointments authorized by these By-laws and may likewise terminate such appointments for good cause upon written notice to such appointees.
- (b) **Vice Chairman.** The Vice-Chairman shall be an ex officio member of all committees and, in the case of disability of the Chairman, shall also perform the duties of that office until a successor is named. The Vice-Chairman shall act in the absence of the Chairman at all meetings of the membership of this Committee and this Association.
- (c) **Secretary.** The Secretary shall keep or shall cause to be kept all records and minutes of this Committee.
  - (1) Type and mail all outgoing literary communication, related to this Committee.
  - (2) Occasionally be required to have some verbal communication relating to affairs of this Committee.
  - (3) He or she shall also perform all other duties pertaining to the office of Secretary.
- (d) **Financial Secretary.** The Financial Secretary shall:
  - (1) Keep or cause to be kept a correct and complete record of all financial accounts, showing accurately at all times the financial condition of this Committee.
  - (2) Collect, record and maintain a chronological ledger of all incoming and outgoing finances.
  - (3) Turn all incoming finances over to the treasurer and have the treasurer sign the ledger, as acknowledgment of receiving the funds.
  - (4) Furnish at all meetings of the membership of this Committee, a statement of the financial conditions of this Committee and its sub-committees.
  - (5) Have access to all statements, canceled checks and code numbers, pertaining to this Committee's financial accounts.

- (e) **Treasurer.** The Treasurer shall:
- (1) Act or cause to be acted upon, check requests. The Treasurer shall not enact an independently withdrawal, transfer, or disbursement of any committee funds without the approval of that committee chairperson;
  - (2) Have charge and custody of, and be responsible for, all funds, notes, securities and other physical assets, which may from time to time come into the possession of this Committee;
  - (3) Deposit, or cause to be deposited, all funds of this Committee with such depositories as the membership shall designate;
  - (4) In general, perform all duties pertaining to the office of Treasurer for this Committee.
- (f) **Youth Track and Field Chair.** The Youth Track and Field Chair shall:
- (1) Be responsible for the coordination of all SCA Track and Field Championship meets including the Region 15 Championships meets held within our Association.
  - (2) Be responsible for ensuring all teams who host track and field meets are in compliance with the guidelines set forth in the bylaws.
- (g) **Youth Cross Country Chair.** The Cross Country Chair shall:
- (1) Be responsible for the coordination of all SCA Cross Country Championship meets including the Region 15 Championship meets held within our Association.
  - (2) Be responsible for ensuring all teams who host cross country meets are in compliance with the guidelines set forth in the bylaws.
- (h) **Youth Race Walk Chair.** The Race Walk Chair shall:
- (1) Be responsible for coordinating clinics and promoting race walking within our Association.

**ARTICLE VII**  
**POLICIES AND PROCEDURES**

The following procedures have been adopted as policies for the SCA Youth Athletics Committee and were amended on January 21, 2015.

- (a) **Eligibility**
- (1) SCA Youth Athletics does not condone the participation of any youth athlete in any event, road race, or other activity that will jeopardize the future eligibility of that athlete for high school or college competition. Our primary concern is for the welfare of the athlete.
  - (2) No athlete will be allowed to compete in any "A" level (Invitational/2 day) meet or higher without having a valid USATF Membership Card.
  - (3) Outside Competition: Competition within programs of other organizations does not affect teams or individual eligibility within USATF.
- (b) **Transfers**
- (1) To transfer representation from one club/organization to another, an athlete must not have competed for the first club in sanctioned competition for the previous ninety (90) days regardless of residency; unless the athlete meets one of the below listed "Exceptions." If an exception is met, SCA Youth Athletics Committee may waive the ninety (90) day unattached period and allow an immediate transfer at the request of the athlete. Exceptions only apply to those athletes that are transferring back to the club/organization that they most recently were attached to. If the athlete is transferring to a different club/organization, the athlete must comply with the 90-day-rule.

Exceptions:

- Athletes participating in Cross County with a club/organization as a result of their previous club/organization not offering or participating in Cross County.
- Athletes participating in Track & Field with a club/organization as a result of their previous club/organization not offering or participating in Track & Field.

(c) **Club policies:**

- (1) Internal hearings within USATF-SCA Youth Athletics will be conducted by the Youth Committee and may be used to resolve club eligibility requirements or other business regarding Youth Athletics.
  - i. USATF SCA Youth Athletics will make every effort to hear and resolve all club eligibility requirements and other official business regarding youth athletics within 21 calendar days of notification of the matter. All issues must be submitted in writing and will constitute the first of the 21 calendar days.
- (2) No coach, athlete or administrator may move from one association to another or from one team to another when any outstanding financial obligation exists. The Club shall hold the responsibility of establishing and providing proof of the financial obligation and submitting such proof to the SCA Youth Athletics Committee. However, prior to submitting any debt claims, the Club must provide the athlete's parent/guardian written notification of the financial obligation including the total owed and details of the financial obligation. The Club must give the debtor at least ten (10) business days to respond to the notice in an attempt to settle or dispute the charges. After ten (10) business days, the Club can move forward with submitting a debt claim to the SCA Youth Athletics Committee for resolution. Financial obligations and/or debt shall include, but not be limited to the following:
  - Team registration fees
  - Track meet event fees
  - Team's mandatory fundraising commitments
  - Monies due for merchandise, uniforms, warm-up suits, travel related costs, pictures, banquet, etc.

Athletes will not be allowed to compete with a new team in any SCA sanctioned event until all financial obligations have been settled either directly with the Club or through a resolution reached by SCA Youth Athletics Committee. In the event the debt is settled directly with the Club, the Club must provide written notification to the SCA Youth Athletics Committee in an effort to allow the athlete to begin full participation in SCA sanctioned events.

- (3) No USATF-SCA Youth Athletic coach, administrator, or relative of a coach or administrator, may initiate a conversation, verbally or electronically, with any member or relative of a member of another USATF-SCA Youth Athletic Club concerning transferring their membership to another USATF-SCA Youth Athletic Club during protected time periods (indicated below). These actions would be defined as "recruiting." The posting of public signage, posters or billboards in areas trafficked by the general public will not constitute recruiting. Conversations and correspondences between youth athletes from one team to another regarding transferring teams will also not constitute recruiting. However, if there is direct proof that a coach, administrator, or relative of a coach or administrator intentionally persuaded, asked or instructed a youth to perform these activities, then it shall be considered recruiting.

USATF-SCA Clubs are protected from recruiting during the following time periods:

Track & Field – February 1 – August 5 (each year)

Cross Country – September 15 – December 15 (each year)\*

*\*Clubs are only protected during this time if they have a participating cross country team.*

Anyone coach or administrator determined to be in violation of this policy will be subject to the disciplinary rules according to SCA guidelines up to and including loss of membership.

(d) **Fiscal Policies:**

- (1) Any club, coach, parent, or administrator who passes a bad check will be subject to a twenty-five dollar (\$25.00) surcharge.
- (2) The second bad check will incur a fifty dollar surcharge and eliminate that person or club's check writing privileges within SCA Youth Athletics.

(e) **Meet policies:**

- (1) Fees for club hosted meets are fixed and cannot be changed without approval of the membership – “B” Meets \$2.00 and “A” Meets \$3.50.
- (2) The maximum fee for late registration is \$7.00 per event and can only be charged if meet information is sent out at least thirty (30) days prior to the event.
- (3) All pre-registered athlete fees are due and payable, even if the athlete is a “no show” and no substitutions are allowed.
- (4) Any athlete excused from a field event to participate in a running event, must return to that event within fifteen minutes. If the round in progress has been completed, that athlete will not be allowed to make up any missed attempts. If the athlete has not qualified for the finals, they will not be allowed to compete further.
- (5) All SCA Youth Athletes competing in an “A” Meet must be registered and age verified USATF Youth Athletes.
- (6) Athletes will not be allowed to wear bandannas, hats or do-rags of any kind at a SCA/USATF Youth Athletic Track & Field Meet while competing.
- (7) All USA T&F Rules will apply in all Southern California Association Youth Athletic Meets.
- (8) In consideration of all others present at the meet, no boom boxes will be allowed. CD/tape players, Radio/TV's etc. will be kept at a low level, and not emit profane language, or prevent others from hearing the announcer call events.
- (9) Teams who host meets with any other Association will not be eligible to host USATF Youth Athletic Meets for a period of two years, after hosting another association meet.

(f) **Rules for Hosting Meets**

**Bid process:**

- (1) All bids for Southern California Association Youth Athletic Meets must be submitted at the August meeting, in the year prior to that season.
- (2) Clubs who host SCA meets must accumulate six to seven points during the previous season to be eligible to submit bids for track meets. The additional seventh point will be required when the SCA Youth host the Region 15 Junior Olympic Championship.
- (3) Clubs who do not host any track meet must accumulate a minimum of six to seven points during the previous season to be eligible to submit bids for track meets. You must be a club for two years before you can submit a bid to host a B meet. You must accumulate a minimum of six to seven points during the season for both years. The seventh point will be necessary when we host a Region 15 meet.
- (4) Points for SCA Cross Country meets are not necessary. Bids will not be accepted if the bidding club has any outstanding indebtedness to this Committee, or Association.
- (5) Teams who hosted an A or B meet the previous year shall be eligible to bid for preferred dates for track meets, over current teams who are eligible to bid the following season. If teams from the

previous year happen to bid the same day for a B meet, the team with the most points from the previous year will be awarded that date.

(6) A \$25.00 acceptance fee must accompany each bid. Cross country meets are excluded.

(g) **Procedure for compiling points** (one point will be given for each of the following)

- (1) Clubs hosting "A" Meets must supply 5 workers to work all SCA Youth Athletic hosted track meets.
- (2) Clubs hosting "B" Meets must supply two workers for all SCA Youth Athletic hosted track meets.
- (3) Clubs who do not host any meet, must supply one worker for all SCA Youth hosted track meets.
- (4) All SCA Youth Athletic Clubs must buy ten tickets for our annual awards banquet.
- (5) All host clubs must submit a Meet Workers List, 30 days prior to their meet. The list must have a worker assigned to every position on the standard SCA Youth Athletic Meet Workers List without duplications, except for hurdle crews and relay zone judges.
- (6) Sanctions for all USATF Meets must be secured at least 30 days prior to all meets. Proof shall be emailed to the Youth Chair when the sanction has been completed.
- (7) All clubs that are scheduled to host a meet must be registered by January 30th, of the current year. If you fail to do so you will be fined \$100. Clubs registered by the deadline will receive one point.
- (8) All host clubs will receive one point if their meet starts on time (15 minute maximum grace period). USATF Official problems will be excused.
- (9) All host clubs will receive one point if they provide meet results within one week after their meet. Results must be posted online within the required timeframe.
- (10) All host clubs will receive one point if they have quality meet workers, and if they don't solicit workers from other clubs on the day of the meet.
- (11) All clubs who send a representative to at least nine (9) SCA Youth Meetings per year will receive one point.

(h) **Fines**

- (1) Clubs who do not supply the specified minimum number of workers for SCA hosted meets must pay to this committee \$75.00/per person for meets up to SCA Youth Association Championship Meets, \$100.00/per person for Region 15 Championship Meets and \$150.00/per person for National Championship Meets. This does not apply to Multi-Event and Cross Country meets.
- (2) Clubs who do not fulfill their obligations will not be eligible to submit bids for SCA Meets.

(i) **Meet Operation**

- (1) Only clubs who have successfully hosted three "B" Meets are eligible to submit a bid for an "A" Meet.
- (2) If you are upgrading from a "B" to an "A" Meet, you must meet the pre-bid requirement for an "A" Meet.
- (3) Teams with past history for hosting meets at a certain time of a specific month will prevail in the bidding for that time slot in first round bids, if it has accumulated the points required and meet all other criteria.

- (4) The club with the most points has first priority for meet dates, during the second round of bidding.
- (5) Clubs who receive poor performance evaluations for a prior meet, may be required to co-host a meet.
- (6) If you are co-hosting a meet and receive poor performance evaluations your application for future meets may be rejected, if you are the primary club.
- (7) If you co-host two meets or more, you must host at least one "B" Meet alone before you can qualify to host an "A" Meet alone.
- (8) If your club receives a "B" meet, you must follow the B1 or B-2 meet schedule and this schedule must alternate each week. Any deviations from these schedules must be approved at least 30 days prior to the meet.
- (9) If your club receives an "A" meet, you must follow the SCA "A" schedule. Any deviations from the schedule must be approved at least 30 days prior to the meet.
- (10) Host clubs must offer every event on the schedule for the type of meet it receives. The only exceptions are events the facility you use is not equipped for, or does not allow. The eliminated event(s) must not appear on you advertised event schedule.
- (11) If the facility you use is certified for national records, a copy of that certificate should accompany your meet workers List.
- (12) All facilities, where SCA Youth Athletic Meets are held must provide rest rooms with running water.
- (13) All clubs who participate in an SCA Youth Athletic Championship Meet must pay \$30 for cleanup.
- (14) Birth certificates must be available if a protest is filed, or challenged. The challenger must put up \$100.00. The \$100.00 will be returned if the protest challenge is upheld. The athlete being challenged must be prepared to show the original birth certificate with the color, or perforated seal. All local athletes must produce documents within 3 business days. Failure to do so will result in suspension until produced. Extensions may be granted by the SCA Youth Board on a case by case basis.
- (15) Meet flyers must be submitted at least 30 days in advance of the meet to the Youth Track & Field or the Cross Country Chair or will be subject to disciplinary action.
- (16) Meet results must be submitted within one week of meet conclusion for 'A' meets and two weeks for 'B' meets or will be subject to disciplinary action.
- (17) Protests at the SCA Championship will be \$100.00 and will be returned if the protest decision is overturned.

(j) **Code of Conduct:**

- (1) Alcoholic beverages are not to be consumed during any SCA Youth Athletic meet or function.
- (2) All meet facilities are non-smoking. All smokers must leave the areas around athletes and other spectators.
- (3) Any athlete or coach caught using, or in possession of any illegal or controlled substance will be immediately suspended and subject to Association disciplinary procedure.
- (4) Profanity will not be tolerated at any youth function, by athletes or adults.

(5) Animals are not allowed in any stadium at a USATF-SCA sanctioned track meet.

(k) **Vandalism:**

- (1) Any athlete, parent or coach found vandalizing or defacing any property during the course of an event, will be subject to SCA disciplinary procedures up to and including loss of membership.
- (2) As a means to minimize vandalism, meet management may designate an out of bounds area. Any athlete found in that area will be suspended from further competition in that meet.

(l) **Scholarship Committee:**

- (1) The Southern California Association Youth Athletic Committee will award a maximum of six scholarships each year to graduating seniors who have been accepted to a junior college or university, if they meet the qualifying standards set by this Committee.
- (2) Only those athletes who started competing in SCA Youth Athletics by the Youth Division or sooner will be eligible to apply.
- (3) Successful applicants who have been accepted to a four year college will receive a \$500.00 scholarship.
- (4) Successful applicants who have been accepted to a junior college will receive a \$250.00 scholarship.
- (5) Scholarships will normally be awarded to three girls and three boys, if that number of each gender qualifies.
- (6) If we don't receive three qualified applicants from any one gender, the scholarships for that gender will be transferred to the other.
- (7) No athlete will receive more than \$500.00
- (8) Those who receive a scholarship award from this association must attend the college classification for which the scholarship was given. If an athlete receives a \$500.00 scholarship to attend a four year university and attends a junior college instead, that athlete must return \$250.00 of that scholarship money to this Association. Athletes who receive scholarship awards and do not attend any college must return all scholarship money.
- (9) Scholarship award applications must be posted or emailed to every SCA-USATF Youth Athletic Club whose registration is current within 60 days of the awards presentation.
- (10) A Committee of three shall be established and designated as the Scholarship committee. These three individuals will be chosen by the Youth Committee.

(m) **Policy Enforcement:**

- (1) Any individual or SCA Youth Athletic Club who violates any of these policies to the extent that is deemed by the membership to be detrimental to an individual and, or club in this association, will be subject to disciplinary action per SCA guidelines up to and including loss of membership.
- (2) Any member of the Youth Committee may be contacted at an event if an inappropriate matter by an athlete, coach or administrator is deemed an emergency. Any other problems may be emailed directly to the Youth Chair at [youth@southernca.usatf.org](mailto:youth@southernca.usatf.org).