



## YOUTH ATHLETICS PROCEDURES

### YA Procedure 100: Entry Information Procedures for the Junior Olympic Program (per Rule 305.4)

1. USA Track & Field uses two forms, a multi-level individual entry form called Event Entry & Advancement Form and a Relay Roster Form for track and field or a Team Declaration Roster Form for cross country. These forms are available on local Association event websites or can be acquired by contacting your local youth chair. These forms are available for all athletes in the Junior Olympic Program and are necessary for registration at the first round of entry, either a preliminary meet or an Association meet. Once this form is processed, it passes on to the next level of competition.
  - (a) The Event Entry & Advancement Form is for registration of each individual athlete and requires the following:
    - (i) Athlete contact information including name, address, city, state, phone number, email address, and parent signature.
    - (ii) USATF Membership Number and Club Number.
    - (iii) A verification of birth based on a copy of birth certificate, certified baptismal record, driver's license, passport or U.S. government identification. Do not attach birth verification to the entry form. **Reminder:** Make sure a copy of birth verification is sent to the athlete's Association membership chair to verify birth in the local Association membership database. The entry form is stamped as birth verified per the Association Membership Chair.
    - (iv) Must be accompanied by entry fees.
  - (b) In track and field, the Relay Roster form is used to advance a club's relay team and requires the following:
    - (i) Contact information, including club name, club number, address, and phone number. Coaches must sign the form.
    - (ii) A list of all athletes by age division and sex.

Refer to Youth Athletics Procedure 103, Junior Olympic Relay Procedures, for detailed requirements of relay entry.
  - (c) In cross country, the Team Entry/ Advancement Declaration Roster Form is submitted to declare and advance a cross country team and requires the following:
    - (i) Contact information, including club name, club number, address, and phone number. Coaches must sign the form.
    - (ii) A list of all athletes by age division and sex.

Refer to Competition Rule 305.3 for detailed entry procedures.
2. Once the Event Entry & Advancement Form and/or Track & Field Relay Roster or Cross Country Team Declaration Roster is submitted, it is not returned to the athlete, parent, or coach. Association Youth Chairs and/or Regional Coordinators advance the forms to the next level of competition.
3. Preliminaries meet directors shall forward all individual entry forms, track and field club relay roster/cross country declaration roster forms, and complete results to their Association Youth Chair or Designee no later than the deadline set by the Association Championships' Youth Chair.
4. Association Youth Chairs shall forward all final individual entry forms, complete results, and track and field club relay roster /cross country declaration roster forms to their Regional Championships meet director no later than the deadline set by the Junior Olympics Regional Coordinators.
5. The Regional Coordinators shall forward all final individual entry forms, complete results, and track and field club relay roster /cross country declaration roster forms to their National Championships meet director no later than the deadline set by the Junior Olympics National Organizing Committee.