

GREATER YOUNGSTOWN TRACK OFFICIALS ASSOCIATION (GYTOA)

Operating Guide

2017-19 Officers

Tom Sapp – President
Bill Julian – Past President
Rob Conklin – Vice President
Allison Jones – Secretary
Pat Julian – Treasurer
Lou Brown – Trustee/Awards
Joe Carr – Trustee/Banquet
John Daubenspeck – Trustee/Rule Interpreter/Webmaster
Chris Chamberlain – Trustee/Finance

2018 Editorial Changes – Require No Vote

2018 Content Changes – Require Vote

ASSOCIATION MEETINGS, OFFICERS AND COMMITTEES

The List of Officers, State and Local Meetings as well as Committee Chairs can be found at GYTOA.com. The responsibilities of the committees are as follows:

AWARDS COMMITTEE

This committee selects the two ([one male and one female](#)) senior track and field and cross country performers from Mahoning and Columbiana Counties. They purchase awards for the honorees to be presented at the banquet and select presenters for those awards. Athletes selected for the Cross Country Award will be notified no later than February 1st. Track Winners will be notified no later than the Monday after the State Championship. All winners will be notified by phone by the Awards Trustee with [questionnaire](#) sent via e-mail at the same time. Names of their two free guests will be collected at the time of notification and no tickets will be mailed.

This committee also selects the recipient of the Fred Dafler Award, which is given each year at the banquet. They obtain length of service awards from the Secretary and present those.

BANQUET COMMITTEE

This committee organizes the annual awards banquet, setting the date, time, location and menu. They also prepare a banquet program. They work closely with the treasurer on all financial issues. Please see the Banquet Manual for more information.

RULES MEETING COMMITTEE

The chair of this committee serves as the Rules Interpreter and prepares agendas for local rules meetings. This person also serves as the contact with the OHSAA when needed. The committee develops an instructional program and creates a mentoring program for new officials. This committee will be led by a GYTOA Member who is appointed by the Executive Committee

FINANCE COMMITTEE

This committee assists the Treasurer with preparation of an annual budget. They oversee keeping of records of dues payments and issuing of receipts and membership cards. The financial committee shall conduct an annual and quarterly audit of the financial records at the end of the fiscal year.

NEW OFFICAL RECRUITMENT AND RETENTION, OFFICIAL TRAINING COMMITTEE

This committee will report to the Secretary and will work actively on recruiting new officials, retaining them and handle all aspects of hands on training for new and existing officials. The committee will work closely with the Rules Interpreter on all hands on

training and clinics. This committee will be led by a GYTOA Member who is appointed by the Executive Committee

SCHOLARSHIP COMMITTEE

This committee will be made up of the Executive Committee. The Secretary will serve as the Chairman, and will only vote to break ties. The Vice President will serve as Vice-Chairman will have the same 1 vote as all other voting members. If the Rules Interpreter is not also a trustee he/she will be part of discussions but will not have a vote. All decisions must have a 2/3 majority.

NOMINATING COMMITTEE

This committee is chaired by the President to select nominees for President, Vice President, Secretary, Treasurer and Trustees to be elected by the membership. This committee assists the Executive Committee with conducting the biannual elections. This committee usually is made up of all association members.

SUBURBAN LEAGUE COMMITTEE

The executive committee will appoint six GYOTA members to work with the three coaches from the participating schools. The purpose of this committee is to govern the suburban league. They will meet twice a year.

CODE OF REGULATIONS OF THE GREATER YOUNGSTOWN TRACK OFFICIALS ASSOCIATION

(Adopted October 19, 1977)

Revised and approved October 6, 1983, February 10, 2005,
January 31, 2013, January 29, 2015, March 10 2016

ARTICLE I NAME

This organization shall be known as THE GREATER YOUNGSTOWN TRACK OFFICIALS ASSOCIATION (GYTOA).

ARTICLE II OBJECTIVES

The objectives of this Association shall be:

1. To promote superior track and field officiating through instruction and interpretation.
2. To develop a program for the training of new officials.

3. To instill the virtues of fair play and good sportsmanship in the athletes we serve.

ARTICLE III MEMBERSHIP

The Association shall be composed of OHSAA rated Track Officials who are in good standing. **Good standing shall include; payment of state and local dues and attendance at required meetings. Failure to meet these criteria may result in loss of good standing within the GYTOA.**

ARTICLE IV OFFICERS

The Officers of this Association shall consist of an Executive Committee, a President, Vice President, Secretary, Treasurer, four (4) Trustees and immediate past President. A volunteer webmaster will be appointed to maintain the GYTOA website. The Executive Committee will appoint a Rules Interpreter who may or may not be an elected officer or trustee. The Executive Committee will appoint an official to serve as the lead of the New Officials Program. The Executive Committee will be made up of the nine positions listed above. In the instance that the Rules Interpreter is not an elected officer or trustee he/she will be a non-voting member of the Executive Committee. In the instance that the New Officials lead is not an elected officer or trustee he/she will serve as an additional non-voting member of the Executive Committee

ARTICLE V MEETINGS

1. This Association shall hold meetings required by the Ohio High School Athletic Association current edition of *Handbook for Officials*.
2. The Executive Committee shall determine the number, time and location of all meetings.
3. Special meetings may be called by the President, or upon request of 50% of the membership.

ARTICLE VI VOTING

On all items necessitating a vote, members shall have one vote each, with a simple majority needed for passage, except for constitution and by-law amendments, as stated below.

ARTICLE VII AMENDMENTS

This Constitution, as well as the by-laws, may be amended by the concurring votes of two-thirds of the members present at the meeting. All proposed constitution or by-law changes will be announced at least two weeks before voting via e-mail or publication on the web site. This Constitution will be reviewed on every non-election year, but may be reviewed at any point as needed.

ARTICLE VIII

The Rules contained in *Roberts Rules of Order (Revised)* shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with the By-laws of this Association.

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| BY-LAWS |
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SECTION I MEMBERSHIP AND ASSESSMENTS

- A. Any rated Ohio Track Official is eligible for membership according to regulations listed in the current OHSAA *Handbook for Officials*.
- B. A yearly membership fee determined by the Executive Committee must be paid by the deadlines established as a condition for membership.
- C. A member will be dropped from the Association for:
 - Losing OHSAA rating.
 - Failure to pay membership fee.
 - Unethical or unlawful actions of an official as determined by unanimous vote of the executive committee. This must be for a serious issue that has brought discredit to the Association or its members.
- D. The membership fee (annual dues) must be paid during the same period state fees (dues) are paid: June 1-30. When an official fails to pay local dues by June 30, a late fee of \$20.00 will also apply and must be received no later than August 15. After August 15th the late fee becomes \$30 and \$40 if paid after January 1st. When the local dues and late fee are not received on or before the payment deadline, the official shall be charged \$10.00 for each meeting attended. Proof of membership to a local association is needed before anyone can attend a non GYTOA meeting.
- E. The Association will reimburse for expenses needed for the administration of the association per the following:

- a. Millage will be paid for mandatory meetings based on IRS rates; mileage will be based on the shortest route from home to the location of meeting and return.
- b. Actual reimbursement for one meal when traveling to a meeting not providing a meal, Max \$15.00.
- c. Actual reimbursement for tolls, receipts required
- d. The association will pay up to \$50 in reimbursement for any official receiving an award from an officials association, coaches association or the OHSAA. **"This excludes any award received from the GYTOA"**
- e. **GYTOA first year officials are invited to attend the annual banquet, complimentary of the association.**

SECTION II OFFICERS

A. Qualifications: The nominees for all elective offices shall be a member in good standing with the OSHAA and local Association.

B. The President, Vice President, Secretary, Treasurer and four (4) Trustees shall be elected by the membership.

C. In the event a position is vacated during the term, the Executive Committee will appoint a GYTOA member to serve out the term.

D. The officers and trustees shall assume their duties on June 15 and shall hold office for two (2) years. **Nominations for officers and trustees will be made at the first two regularly scheduled Rules Meetings after January 1st. The election of officers and trustees will be held at the third regularly scheduled Rules Meeting.**

E. The Executive Committee is made up of the Officers, Trustees and the immediate past President of the Association. The Rules Interpreter if not an elected member will serve as a non-voting member as will the New Official lead.

A. It is essential that a minimum of ten (10) members must be present at the Business Meetings and Election Meeting before any business or election can be transacted. **All votes will be conducted in person.**

B. The pay for Officers and Trustees is as follows.

- a. President – No Pay
- b. Vice President – No Pay
- c. Secretary - \$250
- d. Treasurer - \$250
- e. Trustees – No Pay
- f. Rules Interpreter \$200
- g. All Members of the Executive Committee will have their yearly dues to the GYTOA waived during their term.

SECTION III

DUTIES OF OFFICERS

PRESIDENT

1. Prepare all meetings and agendas.
2. Preside at all meetings.
3. Appoint all committees.

VICE PRESIDENT

1. Take charge in the absence of the President.
2. Serve as co-chairman on all standing committees.

SECRETARY

1. Record all proceedings.
2. Handle all correspondence with State and District Boards, members, news media and area schools.
3. Certify attendance.
4. Other duties as assigned.

TREASURER

1. Keep all financial records and present them to the members at each business meeting.
2. Collect dues and fees.
3. Authorize discretionary disbursements of amounts up to \$100.00

EXECUTIVE COMMITTEE

1. Review and update By-laws on all non-election years or as needed.
2. Make necessary arrangements for acquiring and holding a State Rules Interpretation Meeting.
3. Annually audit the treasury and financial records before the initiation of the new officers.
4. The President of the Association shall preside at all Executive Committee meetings.
5. The Secretary will keep minutes of the proceedings of the Executive Committee.
6. In the event of the vacancy of an officer's position, the Executive Committee shall appoint a replacement to complete the term.
7. To approve all expenditures of more than \$100.00
8. The Memorial Fund will be administered by the Secretary and Treasurer. The 50/50 will help fund the Memorial Fund and awards for the banquet.
9. The Secretary along with appointed committee will coordinate the recruitment of new officials and establish the development of a mentoring program for new officials.

TRUSTEES

1. Trustees shall serve as the chairpersons of standing committees: Awards,

- Banquet, Rules and Finance.
2. It is the responsibility of the trustees to establish their committees and carry out the duties of their committees. The Trustees must present in writing to the Executive Committee a list of committee members and a timeline of events for their committee within 90days of taking office. (Note: This is to ensure that all financial issues such as payments to vendors and mandatory deadlines such as hall of fame nominations or years of service awards requests are met by our association.)
 2. Committee Chair assignments as well as the Webmaster, and Rules Interpreter will be appointed by the Executive Committee.

SECTION IV FINANCIAL REGULATIONS

- A. The Treasurer and Presidents names will be the authorized names on the GYTOA Checks. In the event the Treasurer and President reside in the same household or are related by marriage, are siblings, cousins or otherwise related the Vice President will be named on the account.
- B. Only one signature will be required on all checks.
- C. Any Expenses over \$100 must be approved by the Executive Committee
- D. Quarterly and yearly audits will be conducted by the Finance Committee. They will report their findings to the Executive Committee.

SECTION V USE OF MASS E-MAIL & DIRECTORY

- A. The GYTOA Directory will be maintained by the Secretary.
- B. The directory will be made available to members of the GYTOA only.
- C. The GYTOA will use e-mail as its primary method of communication
- D. The mass e-mail system both private and OHSAA will be used only for business related to the GYTOA or OHSAA. This may include but is not limited to information about meetings, rules, officials, officiating educational materials, memorial issues. The directory will **not** be used for any issues to raise money for any non GYTOA event or to share political or other information that is deemed unacceptable by the Secretary or **Executive Committee.**

Section VI Suburban Cross Country League

This "League" is founded and governed by the Greater Youngstown Track Officials Association ("GYTOA") and is bound by and shall operate under the rules and regulation of the National Federation of State High School Associations, and the Ohio High School Athletic Association.

SECTION VII UPDATING THE BY-LAWS

- A. It shall be the responsibility of the Executive Committee to review and update the By-laws on all non-election years or as needed.
- B. All changes must be approved by a two-thirds vote of the members present at the meeting.

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| WHO TO CONTACT IN THE GYTOA |
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Official's Application Form can be obtained from the OHSAA website at OHSAA.org or GYTOA.com

Official's Shirts/Jackets can be ordered at any licensed dealer as listed on the OHSAA Website

Performer of the Year nominees should be directed to the Awards Committee Chairman as found on GYTOA.com.

CRITERIA

Candidate must be a member of the senior class of the high schools in Mahoning and Columbiana counties with outstanding achievement in track and field or cross country.

Fred Dafler Award nominees should be directed to the Awards Committee Chairman as found on GYTOA.com.

CRITERIA

The Fred Dafler Sportsmanship Award was established in 1995 to honor the former OHSAA Associate Commissioner for his high interest in track and good sportsmanship. It is presented annually to an individual in our area who, through their efforts, has given exemplary service to promote sportsmanship and support the sports of cross country and track and field. Emphasis will be placed on Officials or Retiring Coaches.

OHSAA HALL OF FAME

Three nominations will be made by the Awards Committee to the Executive Committee by April 1st of each year. The Executive Committee will vote on our association's nomination to the OHSAA HOF by May 1st.

OFFICIALS ASSOCIATION

Three nominations will be made by the Awards Committee to the Executive Committee by August 1st of each year. The Executive Committee will vote on our association's nomination to the Officials Association by September 1st.

Memorial Fund needs should be reported to the treasurer or secretary as found on GYTOA.com

GYTOA Sportsmanship Scholarship applications and requirements are available at GYTOA.com

Visit our website at www.GYTOA.com
OHSAA can be contacted at www.ohsaa.org

REQUIRED UNIFORM

Track and Field and Cross Country

The uniform of GYTOA Officials will be that of the OHSAA as found in the OHSAA Officials Handbook.

Revised January, 2018