

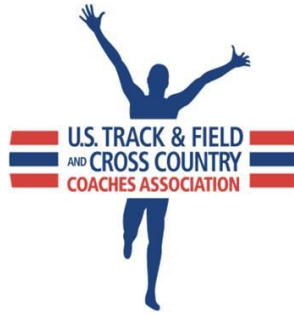
USTFCCCA NCAA DIVISION II GENERAL MEMBERSHIP HANDBOOK 2019



Effective Date: July 17, 2019
Changes since last revision are in red.

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Association Contacts

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

USTFCCCA Board of Directors

<i>Officer</i>	<i>Name</i>	<i>Institution</i>	<i>Phone</i>	<i>Email</i>
President	<i>Dennis Shaver</i>	Louisiana State University	225-578-8627	shaver@lsu.edu
Secretary	<i>Dr. Martha Brennan</i>	University of Central Oklahoma	715-307-2566	Mbrennan2@uco.edu
Treasurer	<i>Clyde Morgan</i>	Wabash College	765-361-6279	morganc@wabash.edu

<i>Position</i>	<i>Name</i>	<i>Institution</i>	<i>Phone</i>	<i>Email</i>
Division I Cross Country President	<i>Vicki Mitchell</i>	University at Buffalo	716-645-6815	vam3@buffalo.edu
Division I Track & Field President	<i>Connie Price-Smith</i>	Ole Miss	662-915-7506	cmprices@olemiss.edu
Division I At-Large (Autonomy Five)	<i>Caryl Smith Gilbert</i>	University of Southern California	407-409-0096	caryl.smithgilbert@usc.edu
Division I At-Large (Non-Autonomy Five)	<i>Angela Martin</i>	Indiana State University	812-237-4165	angela.martin@indstate.edu
Division II Cross Country President	<i>Jim Vahrenkamp</i>	Queens University	704-688-2814	vahrenkampj@queens.edu
Division II Track & Field President	<i>Kevin LaSure</i>	Academy of Art University	415-618-3942	klasure@academyart.edu
Division II At-Large	<i>Mike Mead</i>	Clayton State University	678-466-4679	MikeMead@clayton.edu
Division III Cross Country President	<i>Dustin Dimit</i>	Rowan University	856-256-4683	dimit@rowan.edu
Division III Track & Field President	<i>Kristen Morwick</i>	Tufts University	617-627-5625	kristen.morwick@tufts.edu
Division III At-Large	<i>Kenneth Cox</i>	Birmingham-Southern College	205-226-7780	kcox@bsc.edu
NAIA	<i>Michael Holman</i>	Marian University (Ind.)	317-955-6585	mholman@marian.edu

<i>Position</i>	<i>Name</i>	<i>Institution</i>	<i>Phone</i>	<i>Email</i>
Past President	<i>Damon Martin</i>	Adams State University	719-587-7266	ddmartin@adams.edu
CEO	<i>Sam Seemes</i>	USTFCCCA	504-599-8900	sam@ustfccca.org

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

USTFCCCA National Office

Mailing/Shipping Address

USTFCCCA
1100 Poydras Street, Suite 1750
New Orleans, LA 70163

Telephone and Fax

Main office line: 504-599-8900
Fax: 504-599-8909

National Office Staff

Name	Position	E-mail
Sam Seemes	CEO	Sam@ustfccca.org
Mike Corn	Assistant Director	Mike@ustfccca.org
Dave Svoboda	Director of Operations and Membership Services	Dave@ustfccca.org
Kristina Taylor	Membership Services Manager	Kristina@ustfccca.org
Mary McInnis	Membership Services Assistant	Mary@ustfccca.org
Tom Lewis	Director of Media, Broadcasting, and Analytics	Tom@ustfccca.org
Tyler Mayforth	Communications Manager	Tyler@ustfccca.org
Matt Schaefer	Communications Assistant	Matt@ustfccca.org
Shannon Wright	Director of Legislative Services	Shannon@ustfccca.org

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Division II Executive Council

<i>Position</i>	<i>Name</i>	<i>Institution</i>	<i>Phone</i>	<i>E-mail</i>	<i>Term Ends</i>
<i>Chairman</i>	Mike Mead	Clayton State University	678-466-4679	MikeMead@clayton.edu	12/2020
<i>Secretary</i>	Katie Rees	Adelphi University	516-877-4308	krees@adelphi.edu	Ongoing
<i>Cross Country President</i>	Jim Vahrenkamp	Queens University	704-688-2814	vahrenkampj@queens.edu	12/2019
<i>Track and Field President</i>	Kevin LaSure	Academy of Art University	415-618-3942	klasure@academyart.edu	12/2020
<i>Cross Country Vice President</i>	Torrey Olson	California State University, San Marcos	925-330-6470	tsolson@csusm.edu	12/2019
<i>Track and Field Vice President</i>	Dana Schwarting	Lewis University	708-341-9926	schwarda@lewisu.edu	12/2020
<i>Cross Country Secretary</i>	Joe Wassink	Limestone College	864-488-4455	jwassink@limestone.edu	Ongoing
<i>Track & Field Secretary</i>	Lorne Marcus	St. Thomas Aquinas College	914-772-2437	lmarcus@stac.edu	Ongoing
<i>Past Chairman</i>					12/2018

USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Division II Committee Members

Standing Committees

Division II Hall of Fame Committee

	Name	Institution	Phone	E-mail
Chair	Dana Schwarting	Lewis University	708-341-9926	schwarda@lewisu.edu
	Kip Janvrin	University of Central Missouri	660-543-4254	janvrin@ucmo.edu
	George Williams	St. Augustine's University	919-516-4236	georgewilliams41@aol.com

Law and Legislation Committee

	Name	Institution	Phone	E-mail
Chair	Katie Rees	Adelphi University	516-877-4308	krees@adelphi.edu
	Lorne Marcus	St. Thomas Aquinas College	914-772-2437	lmarcus@stac.edu
	Joe Wassink	Limestone College	864-488-4455	jwassink@limestone.edu

Meet Enhancement Committee

	Name	Institution	Phone	E-mail
Chair	Steve Guymon	<u>Ouachita Baptist University</u>	<u>501-593-0565</u>	guymons@obu.edu
	Nic Fortenberry	Christian Brothers University	901-321-4498	nfortenb@cbu.edu
	Zach Holloway	Western Oregon University	503-838-8420	hollowayz@mail.wou.edu
	Doug Pinkerton	Delta State University	662-846-4569	dpinkrtn@deltastate.edu
	Pat Ponder	Tarleton State University	254-968-9174	ponder@tarleton.edu

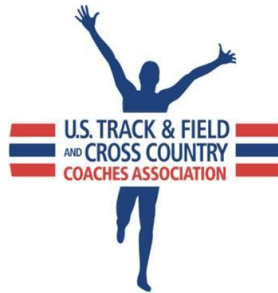
USTFCCCA DIVISION II GENERAL MEMBERSHIP HANDBOOK

Nominations and Election Committee

	Name	Institution	Phone	E-mail

Division II Coaches Scholarship Committee

	Name	Institution	Phone	E-mail
Chair	Zach Emerson	Franklin Pierce University	603-831-2385	emersonz@franklinpierce.edu
	Melissa Stoll	Southern Connecticut State University	203-392-6019	stollm1@southernct.edu
Ad-hoc	Mike Corn	USTFCCCA	504-599-8903	mike@ustfccca.org



Division II Executive Council

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Division II Executive Council

General Eligibility Requirements:

Only coaches who are members of a Division II Program Membership Division in good standing with the USTFCCCA may be nominated for, elected to, appointed to, or serve in any position of the Division II Executive Council.

Number of In-Person Meetings per Year:

Division II Executive Council members meet once per year at the USTFCCCA annual convention.

Number of Conference Calls per Year:

Division II Executive Council members participate in eleven (11) monthly scheduled conference calls per year. Currently, Division II Executive Council conference calls are scheduled for the fourth Tuesday of the months of January through November.

Chairman

1. Selection: Elected at the annual convention by qualified coaches of Division II Program Membership Divisions. Candidates must have previously served on the Division II Executive Council or either of the Executive Committees.
2. Term: Three (3) year term.
3. Duties:
 - a. Preside at all Division II Executive Council meetings.
 - b. Appoint the Secretary of the Division II Executive Council.
 - c. Serve as an ex officio member of the Division II Cross Country Executive Committee.
 - d. Serve as an ex officio member of the Division II Track & Field Executive Committee.
 - e. Establish all committees that serve both cross country and track and field coaches of the Association and appoint committee members.
 - f. In conjunction with the CEO of the USTFCCCA, act as the Division II Representative before the NCAA.
 - i. Relay pertinent information to the Division II Cross Country President and Track & Field President.
 - g. Act as the Division II representative before the USTFCCCA and serve on the USTFCCCA Board of Directors. The Board of Directors may meet in-person twice per year:
 - i. In the summer
 - ii. In the winter during the USTFCCCA annual convention
 - h. Establish the agenda for and conduct periodic conference calls with the Executive Council regarding Associational business.
 - i. Establish the agenda for in-person meetings of the Division II Executive Council.

Secretary

1. Selection: Appointed by Chairman.

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2. Term: Ongoing.
3. Duties:
 - a. Serve as a member of the Division II Executive Council.
 - b. Ensure that proper notice is provided of all meetings to all members of the Executive Council.
 - c. Attend the Division II Executive Council annual general meeting and any other Division II Executive Council meetings.
 - d. Participate in Division II Executive Council conference calls, as established by the Chairman.
 - e. Keep the minutes of all Division II Executive Council meetings and issue a report of each at the annual meeting.
 - f. Ensure notification of all members of any committee appointments or duties assigned to them.
 - g. Serve as chair of the Division II Law and Legislation Committee.
 - h. Keep current all edits of the Division II Operating Bylaws.
 - i. Carry out any other duties the Chairman may from time to time assign.

Past Chairman

1. Selection: The most recent outgoing Chairman serves in the role of Past Chairman.
2. Term: One (1) year term.
3. Duties:
 - a. Serve as a member of the Division II Executive Council.
 - b. Attend the Division II Executive Council annual general meeting and any other Executive Council meetings.
 - c. Participate in Division II Executive Council conference calls, as established by the Chairman.
 - d. Serve as chair of the Nominations and Election Committee.
 - e. Carry out any other duties the Chairman may from time to time assign.



Division II Committees

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Standing Committees

- ◇ Division II Hall of Fame Committee
- ◇ Law and Legislation Committee
- ◇ Meet Enhancement Committee
- ◇ Nominations and Election Committee
- ◇ Division II Coaches Scholarship Committee

Division II Hall of Fame Committee

1. Chair: Vice President, Track and Field
2. Members: Appointed by the Chairman.
3. Duties:
 - a. Determine procedures for selecting and honoring new inductees into the Division II Athlete Hall of Fame.
 - b. At the annual general meeting, select inductees for the following year's class of Division II Hall of Fame members from a list of nominees submitted by member coaches to the USTFCCCA by early December.
4. Meetings:
 - a. The committee meets at the direction of the Chairman or the Committee Chair.
 - b. Other conference call and/or e-mail communication may be necessary throughout the year.

Law and Legislation Committee

1. Chair: Secretary, Executive Council
2. Members: Division II Cross Country Secretary, Division II Track & Field Secretary and any other members as determined by the committee chair.
3. Duties:
 - a. Keep current all edits of the Operating Bylaws of the Association.
 - b. Keep resolutions.
 - c. Preserve appropriate records.
4. Meetings:
 - a. The committee meets at the direction of the Chairman or the Committee Chair.
 - b. Other conference call and/or e-mail communication may be necessary throughout the year.

Meet Enhancement Committee

1. Chair: Appointed by the Chairman.
2. Members: Four (4) additional members determined by the committee chair.
3. Duties:
 - a. Oversee the distribution of the \$5000 NCAA Division II Meet Enhancement Fund each calendar year.

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- i. Select cross country and track and field meets hosted by USTFCCCA Division II member institutions to receive meet enhancement funding.
 - ii. Determine the amount of funding to be awarded to each meet.
 - iii. Send the following information to the USTFCCCA national office for each meet selected to receive meet enhancement funding:
 1. Name of meet
 2. Date of meet
 3. Name of USTFCCCA member institution hosting meet
 4. Location of meet
 5. Name of institution or individual that payment should be issued to
 6. Name of individual and address that payment should be sent to
 7. Amount of meet enhancement funds the meet is to receive
 8. Statement from the committee and from the chairman that these meets are recommended by the committee to receive meet enhancement funding for the current calendar year.
 - b. The Meet Enhancement Fund covers indoor track and field, outdoor track and field, and cross country meets for the current calendar year (e.g., 2018).
4. Meetings:
- a. The committee meets at the direction of the Chairman or the Committee Chair.
 - b. Other conference call and/or e-mail communication may be necessary throughout the year.

Nominations and Elections Committee

1. Chair: Appointed by the Chairman.
2. Members: Appointed by the Chairman.
3. Duties:
 - a. Develop, evaluate, and bring forth qualified candidates to present for a vote to the Qualified Membership of the Association at the annual convention.
 - b. Determine procedure for voting and eligibility of candidates for election.
4. Meetings:
 - a. The committee meets at the direction of the Chairman or the Committee Chair.
 - b. Other conference call and/or e-mail communication may be necessary throughout the year.

Division II Coaches Scholarship Committee

1. Chair: Appointed by the Chairman.
2. Members: At least three (3) additional members, appointed by the Chairman.
3. Duties:
 - a. Administer the procedures for selection of the Division II Track & Field Academy Coaches Scholarship winners.
 - b. Review the procedures for selecting the Division II Track & Field Academy Coaches Scholarship award winners as needed.

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4. Meetings:
 - a. The committee meets at the direction of the Chairman or the Committee Chair.
 - b. Other conference call and/or e-mail communication may be necessary throughout the year.



Division II General Meetings

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Convention/Annual Meeting

Purpose

The USTFCCCA Convention serves as the annual business meeting for USTFCCCA Division II.

Attendance Requirement

Attendance at the convention/annual meeting is mandatory for all Division II Executive Council members. Those who will not be able to attend should notify the Chairman as soon as possible.

Business

The general policy of business shall be:

- (a.) The secretary's report
- (b.) Other committee reports
- (c.) Unfinished business
- (d.) New business

Division II Executive Council business meetings follow the Bylaws of the U.S. Track and Field and Cross Country Coaches Association, the Division II Program Membership Divisions Operating Bylaws, and this Handbook. When a procedural question is not defined within these documents, Division II Executive Council business meetings follow *Robert's Rules of Order, Newly Revised*.

Items of Business

Submission of Proposals

The secretary shall ensure that proposals may be submitted online at any time, through the USTFCCCA web site, and that calls for proposals are made once per quarter throughout the year.

The Chairman shall ensure that all submitted proposals are distributed to the Executive Council and that the submitter of each proposal is scheduled to present their proposal to the Executive Council. The Executive Council shall review and discuss each proposal after it has been presented by the submitter. All proposals received on or after December 1 of each year shall not be scheduled for presentation to the Executive Council until after January 1 of the next year.

The Executive Council may, by majority vote, amend a submitted proposal at any time prior to taking a position on the proposal. No further amendments to the proposal may be made by either the Executive Council or the general membership after the Executive Council has taken a position on the proposal; however, the Executive Council, upon a majority vote, may submit an alternate version of a proposal to the general membership for consideration. If the proposal is adopted by the general membership, the alternate version submitted by the Executive Council will become moot.

The Executive Council has three possible actions to take following their discussion of the proposal:

1. The Chairman may assign the proposal to a standing committee or create a committee or working group to review the proposal and provide a recommendation to the Executive Council

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2. The Executive Council may postpone the proposal until a future meeting in order to allow more time for discussion, to gather additional information, or to gather feedback from the membership or an outside party
3. The Executive Council may vote on the proposal (a quorum is required)

When the Executive Council takes action on a proposal, the secretary shall ensure that the proposal and said action are made available to the membership through the USTFCCCA web site.

The Executive Council's action shall stand as the position of the membership on any proposals that require a response prior to the next convention. A majority vote of the Executive Council members present under a quorum may move to designate a proposal as requiring a response prior to the next convention. The secretary shall ensure that the proposals requiring a response prior to the next convention and the Executive Council's decision are made available to the membership prior to the next Executive Council meeting.

For all other proposals, once the Executive Council votes upon a proposal; said proposal is deemed an agenda item and will be assigned to a member(s) of the Executive Council to present the agenda item, and the Executive Council's position on said proposal, to the membership.

Once an agenda item has been presented to the membership at convention, the Division II Cross Country President shall allow for a pre-determined period of discussion on the item. If the Executive Council had previously voted in favor of the agenda item, then said item would be placed on the voting ballot for the membership at the current Convention. If the Executive Council voted to oppose an agenda item or takes no action on an agenda item, then the opinion of the Executive Council stands as the position of the membership, unless the agenda item receives a motion from the floor to place the item on the voting ballot at that convention, a second, and a majority vote from members present at the meeting (vote shall be conducted by voice, if the decision of the membership is not clear then a vote shall be conducted by hand).

All proposals received prior to the final Executive Council conference call of the calendar year to be considered at convention shall be made available to the Division II general membership prior to the start of the convention.

Voting

Members must be present to vote at convention. Voting is a Membership Vote, unless the Chairman and/or a plurality of the Executive Council calls for a Unit Vote. All voting will take place on the final day of convention during the Division II General Voting Session.

Types

Membership: Voting is conducted by member coach. Each Division II coach from a member program, who is present at the voting session(s), receives one (1) vote. Coaches may **not** cast a ballot for a coach who is absent from the official voting session(s).

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Unit Vote: Voting is conducted by program. Each institutional program receives one vote, such that a Division II men's or women's program receives one (1) vote, and a Division II combined men's and women's program receives two (2) votes. Only one designated representative per institutional program may cast a vote. This designated representative need not be the head coach. Coaches may **not** cast a ballot for institutions that have no representatives present at the official voting session(s).

Action

The Chairman, along with the USTFCCCA national office, is responsible for ensuring that appropriate action is taken following the annual convention/business meeting, particularly as necessitated by the results of Division II general voting sessions.

Conference Calls

Purpose

Division II Executive Council conference calls serve to inform Division II Executive Council members of issues affecting the Division II membership. These calls also provide a forum for discussion of Division II issues.

Schedule

Division II Executive Council scheduled conference calls take place once per month January through November, inclusive. Special conference calls may be scheduled by the Chairman at any time during the year, as needed. Currently, calls are scheduled for the fourth Tuesday of each month.

Attendance Requirement

Attendance on conference calls is mandatory for all Division II Executive Council Officers. Those who will not be able to attend should notify the Chairman as soon as possible.

Business

Items of business may be brought forward to the Chairman for inclusion on a conference call agenda prior to the call. Participants in the conference call may propose additional agenda items while on the call during the designated time for new business. Division II Executive Council conference calls follow the Bylaws of the U.S. Track and Field and Cross Country Coaches Association, the Division II Operating Bylaws, and this Handbook. When a procedural question is not defined within these documents, the Division II Executive Council conference calls follow *Robert's Rules of Order, Newly Revised*.

Voting

The Executive Council may vote during or in conjunction with a regularly scheduled or special conference call, as necessary. All members of the Executive Council should be notified in advance of the call, and a necessary quorum must be established in order for a vote to take place.

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Action

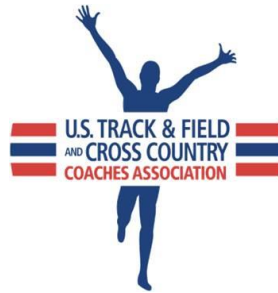
The Chairman, along with the USTFCCCA national office, is responsible for ensuring that appropriate action is taken following conference calls, particularly in preparing the agenda for the annual convention/business meeting.

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2019 Scheduled Conference Calls

Day	Date	Time
Tuesday	January 22, 2019	11:30 AM Central Time
Wednesday	February 26, 2019	11:30 AM Central Time
Tuesday	March 26, 2019	11:30 AM Central Time
Tuesday	April 23, 2019	11:30 AM Central Time
Tuesday	May 28, 2019	11:30 AM Central Time
Tuesday	June 25, 2019	11:30 AM Central Time
Tuesday	July 23, 2019	11:30 AM Central Time
Tuesday	August 27, 2019	11:30 AM Central Time
Tuesday	September 24, 2019	11:30 AM Central Time
Tuesday	October 22, 2019	11:30 AM Central Time
Tuesday	December 3, 2019*	11:30 AM Central Time

* Call date adjusted due to holiday



Division II Awards

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Division II Awards

- ◇ Damon Martin Men's Program of the Year Award
- ◇ Jerry Baltes Women's Program of the Year Award
- ◇ Division II Coaches Scholarship
- ◇ Division II Athlete Hall of Fame

Damon Martin Men's Program of the Year Award

Selection

Award winners are selected annually as follows:

1. Awarded to one (1) men's Division II cross country and track and field program each year.
2. Each qualifying men's program receives points based on their finish at each of the three national championships (first place = one (1) point, second place = two (2) points, etc.).
3. The men's program with the fewest total points receives the Men's Program of the Year Award.
 - a. In the case of a tie for the top spot in the Program of the Year final standings, the tie will be broken as follows:
 - i. Compare finishes for each program in each sport. The program that finished ahead the most number of times wins the tie-break (e.g., Program A finished higher than Program B in Cross Country and Outdoor Track & Field. Program B finished higher than Program A in Indoor Track & Field. Program A wins the tie-break).
 - ii. If programs are still tied, the tie will be broken by the best overall finish in any sport (e.g., Program A finished 2nd in Indoor Track & Field and Program B finished 1st in Cross Country. Program B wins the tie-break). If still tied, the second-best overall finishes are compared. If still tied, the third-best overall finishes are compared.
 - b. Ties will not be broken for any other place in the final Program of the Year standings.

Eligibility

1. The men's program must have competed and compiled a team score at the NCAA Division II Cross Country, NCAA Division II Indoor Track & Field, and NCAA Division II Outdoor Track & Field National Championships in the same academic year.
2. Programs must be members of a Division II Program Membership Division who are in good standing with the USTFCCCA and NCAA in order to be eligible for this award.

Award Distribution

Award is presented by the USTFCCCA national office at the annual Convention.

Jerry Baltes Women's Program of the Year Award

Selection

Award winners are selected annually as follows:

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1. Awarded to one (1) women's Division II cross country and track and field program each year.
2. Each qualifying women's program receives points based on their finish at each of the three national championships (first place = one (1) point, second place = two (2) points, etc.).
3. The women's program with the fewest total points receives the Women's Program of the Year Award.
 - a. In the case of a tie for the top spot in the Program of the Year final standings, the tie will be broken as follows:
 - i. Compare finishes for each program in each sport. The program that finished ahead the most number of times wins the tie-break (e.g., Program A finished higher than Program B in Cross Country and Outdoor Track & Field. Program B finished higher than Program A in Indoor Track & Field. Program A wins the tie-break).
 - ii. If programs are still tied, the tie will be broken by the best overall finish in any sport (e.g., Program A finished 2nd in Indoor Track & Field and Program B finished 1st in Cross Country. Program B wins the tie-break). If still tied, the second-best overall finishes are compared. If still tied, the third-best overall finishes are compared.
 - b. Ties will not be broken for any other place in the final Program of the Year standings.

Eligibility

1. The women's program must have competed and compiled a team score at the NCAA Division II Cross Country, NCAA Division II Indoor Track & Field, and NCAA Division II Outdoor Track & Field National Championships in the same academic year.
2. Programs must be members of a Division II Program Membership Division who are in good standing with the USTFCCCA and NCAA in order to be eligible for this award.

Award Distribution

Award is presented by the USTFCCCA national office at the annual Convention.

Division II Coaches Scholarship

Selection

The Division II Coaches Scholarship Committee selects the Division II Track & Field Academy Coaches Scholarship winners each year.

Eligibility

Division II assistant, graduate assistant, or volunteer coaches in the sports of track and field and/or cross country who meet all eligibility requirements for admission into the Track & Field Academy Program are eligible to receive a scholarship. Recipients must be coaching at a Division II member program at the time of the Track & Field Academy certification course.

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Award Distribution

Tuition waivers will be provided to attend a USTFCCCA Track & Field Academy Technical or Specialist Certification course of the recipients' choosing.

Division II Athlete Hall of Fame

Selection

Selected one (1) year in advance by the Division II Hall of Fame Committee at the annual general meeting, from a list of nominees submitted by member coaches to the USTFCCCA national office prior to the annual general meeting.

Eligibility

1. The Hall of Fame recognizes current or former Division II or College Division individuals and institutions.
2. Inductees must be five (5) years or more out of competing at the Division II Championships.
3. The Inductee has to attend or be represented.
4. The award is regionalized to where the National Championships is being held unless a nomination is made in which an institution or individual will pay expenses for the inductee.
5. All nominees must be nominated by a member of the USTFCCCA.
6. Honorees must have been a National Champion.

Award Distribution

Hall of Fame selectees are recognized at the Division II Outdoor Track and Field Championships.



Division II Code of Ethics

USTFCCCA Division II Cross Country and Track & Field Code of Ethics

1. Member coaches should not receive COY or regional COY if they are deemed responsible for a program being on probation by the NCAA. Coaches in such a situation are responsible for removing themselves from consideration for COY awards until the probation period has been lifted.
2. Responsibility to Student Athletes
 - a. Place the academic, emotional, physical, and moral well-being of student athletes above all else.
 - b. Maintain strictly professional interpersonal relationships with student athletes, student managers and student trainers.
 - c. Put safety and health considerations above performance strategy, and never force student athletes to train or compete in situations which might lead to injury.
3. Responsibility to Prospective Student Athletes
 - a. Refrain from any negative recruiting that reflects disapprovingly on another institution, its coach, or student athletes.
 - b. Desist from making any statements or promises to a prospect that, knowingly, cannot be fulfilled
4. Responsibility to Fellow Coaches
 - a. Conduct one's self in such a way to bring credit to the profession, and exhibit professionalism in all words and actions.
 - b. Honor all professional relationships with colleagues, and treat colleagues with dignity and respect.
 - c. Notify the head coach of another institution prior to interviewing or offering a position to one of his/her staff members.
 - d. Communicate with the head coach of another institution when a student athlete from their institution initiates transfer process.
5. Responsibility to the Sports of Track and Field and Cross Country
 - a. Conduct all competition within the spirit and intent of the rules.
 - b. Submit entry marks with complete integrity
 - c. Support and respect competition officials and abide by their judgment, refraining from any form of criticism to student athletes, news media, or the public.
6. Responsibility of Personal Conduct
 - a. Abstain from public demonstrations or profanity, vulgar language, and obscene gestures and discourage the same among staff members and student athletes.
7. Championship Code of Conduct
 - a. Coaches should make sure that they and their teams sign and follow the NCAA Code of Conduct document before participating in the championships.

With payment of dues per membership to USTFCCCA Division II coaches agree to the above Code of Ethics statement as written above.