

Minutes
USA Triathlon Board of Directors
Omaha, Nebraska
August 12, 2016

Siff called the meeting to order at 8:02a.m. CST, August 12, 2016.

Board Members Present:

Staci Brode

Kat Donatello - teleconference

Chuck Graziano

Susan Haag

Kevin Haas

Dave Kuendig

Jacqueline McCook

Joel Rosinbum

Steve Sexton

Barry Siff, President

Mike Wien

Board Members Absent:

Ben Collins

Staff:

Rob Urbach, CEO

Sharon Carns, Senior Governance Affairs and HR Manager

Sandra Cook, Executive Assistant

Guest:

Bob Wendling

Kat Donatello joined the call at 8:02am CST.

Presidents Opening Remarks: Siff began the meeting with praise for the Athlete of the Year Banquet from the previous night. He discussed the conversations he had at USA Swimming Trials and in regards to Crossfit on growing triathlon. Siff also remarked that we have a great opportunity for our sport with the Olympics coming up.

Approval of Minutes:

Motion (by Kat Donatello and seconded) to approve the 4/3-4/4/16 Meeting Minutes, 5/2 Teleconference Meeting Minutes and 4/21, 5/19, 6/15, 7/1 and 7/20 Action without meeting minutes. Approved by unanimous voice vote.

Treasurer's Report: Haas reported that we are tracking ahead on budget from 2015 mainly due to our \$5 membership price increase and our expenses are down. Haas gave an update on the

USAT investment account. Haas also shared reports reflecting racing/membership slightly down from 2015. Racing down year over year from 2011 to 2015.

Bob Wendling joined the meeting via teleconference at 9:40am CST.

CEO Report: Urbach discussed potential Drivers of Membership: Community Racing, Louisville Project, Local Engagement, Advocacy and NCAA.

Recess at 10:12am CST

Kat Donatello and Bob Wendling left the meeting at 10:12am

Reconvene at 10:25am CST

Kat Donatello and Bob Wendling rejoined the meeting at 10:25am

Bylaws:

Motion (by Jacqueline McCook and seconded) to accept the establishment of 6 Voting Regions for the Board of Directors based on the change to 6 Regionally elected Board of Director positions (see April 4 Board Minutes). **Approved by majority voice vote: Yes – 10, No-1.** Attached.

McCook suggested that a transition plan will need to be outlined to get from 8 to 6 regions and presented to the membership for vote.

Action item: Urbach to consult attorney for best practices on a transition plan for region configuration.

Motion (by Jacqueline McCook and seconded) to accept Delete 11 – 15 of Article VII, Section 3c to remove old language (new language already approved). Approved by unanimous voice vote.

Motion (by Jacqueline McCook and seconded) to accept red line changes to Article X (formerly Article XI) – Committees Section 1 and 2. No Change to the name of Compensation or Hearings and Appeals Committee Names in Section 1. Approval includes removal of the sentence in section 2 of the red line changes: An example of a committee that may be formed as need arises is a Judicial Committee, with the sole purposes of hearing grievances. Approved by unanimous voice vote.

Motion (by Jacqueline McCook and seconded) to accept red line changes to Article X, Section 4 Committees – Duties. Approved by unanimous voice vote.

Motion (by Jacqueline McCook and seconded) to accept red line changes to Article XIV, Hearings and Appeals except that Hearings and Appeals will not be changed to Judicial Committee. Approved by unanimous voice vote.

Motion (by Kevin Haas and seconded) to accept red line changes to Article XIX, Section 7 Election Procedures: 7a accepted, 7a1 Incumbents – change not accepted, 7a2ii accepted, 7a2iv accepted, 7a2v removal accepted. Approved by unanimous voice vote.

Strategic Plan: Wien led the strategic planning discussion. He reviewed what had been done up to this point by staff, committees, etc. Wien led the discussion of the board on what our ideal target for USAT is.

Recess at 3:15pm CST
Reconvene at 3:24pm CST

Regional Operations Manual Revisions:

Motion (by Dave Kuendig and seconded) to accept the changes to the Region Operations Manual (ROM) as outlined/redlined in the attached Region Operations Manual. **Approved by unanimous voice vote.** Attached.

Collegiate Club Rules

Motion (by Steve Sexton and seconded) to approve the Collegiate Club Rules changes as yellow highlighted in the attachment Collegiate Club Competitive Rules excluding: 1) The first sentence of 5.3.8 – The Conference Championship event must be designated as a Regional Championship in coordination with regional board and 2) 5.11.4 The MTR will not be a scored event. **Approved by unanimous voice vote.** Attached.

Safe Sport Policy Amendments

Motion (by Susan Haag and seconded) to approve the redlined and blue-lined changes in the attached Safe Sport Policy. **Approved by unanimous voice vote.** Attached.

ITU Event RFP Process: Urbach discussed broadening the opportunity to companies outside of USAT to bid on ITU events.

Paratriathlon Mechanic Approval

Motion (by Joel Rosinbum and seconded) to approve James Balentine to represent Team USA as the head paratriathlon bike mechanic at the 2016 Paralympics. **Approved by unanimous voice vote.**

National Team Criteria

Motion (by Jacqueline McCook and seconded) to approve the addition of Winning Endurance Foundation Festival Olympic Distance Draft Legal Event, Scheduled Oct. 2, 2016 as a qualification criteria for achieving 2016 USA Triathlon National Team Program Bronze Level Status. **Approved by majority voice vote.** Yes – 10, No – 1.

Motion (by Susan Haag and seconded) to adjourn at 4:16pm CST. Approved by unanimous voice vote.



Regional Operations Manual

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INTRODUCTION

USA Triathlon (USAT) divides the United States into ten (10) Regional Councils, which serve across geographic areas, to provide benefits to multisport athletes on a local level. The primary objective of a Regional Council is to assist in the development and growth of multisport within the designated states of the region and act as a liaison between USAT members and staff.

USAT's Board of Directors has mandated a specific level of business responsibility and accountability from the National Office professional staff. This business process is driven across all components of operations including USAT's network of volunteer governance.

It is recognized that this manual is a dynamic document which will require changes in response to the needs of the membership. Any change to these procedures (except the information in the Appendix) may be administered only with a majority vote of the Board of Directors after considering the input and comment of the Regional Councils.

This Regional Operations Manual has been prepared to replace the previously designated regional bylaws for the purposes of aligning the regions' structure and fiduciary accounting to the current best practices of non-profit organizations under Colorado law. This document will outline the responsibilities and operating procedures of each USAT region.

This Manual will allow each region to conduct business in a manner that best serves the constituents of this organization and the multi-sport community. It is designed to empower the Regional Councils to deliver resources to their members and to provide regional leaders collaboration and communication with the Board of Directors and the USAT staff in pursuit of USAT's mission and vision.

Definitions

Region—one of the ten (10) geographic designations that divide USAT's areas of influence.

Regional Council—the member-elected governance structure which promotes USAT's mission within each region.

Regional Council Chair—the senior elected representative of each Regional Council, similar to the Chairman of a Board.

Regional Chair Committee—the committee comprised of all of the Regional Council Chairs.

Regional Council Liaison—the Regional Council Chair elected by the Regional Chair Committee to be the primary liaison between the Regional Councils and the USAT National Board of Directors.

USAT Board of Directors—the national governance group comprised of eight (8) membership-elected representatives, three (3) athlete-elected representatives, and one (1) independent appointee.

Board of Directors Regional Liaison—the national Board member appointed by the Board of Directors to be the direct day-to-day link to the Regional Chair Committee.

USAT Staff Liaison—the USAT national office staff member designated by the CEO to be the direct day-to-day link to the Regional Chair Committee.

Regional Council Administrative Assistant—one of ten (10) part-time USAT employees hired by USAT to handle the day-to-day administrative tasks for the Regions (one assistant per region). May not be an elected member of the Regional Council.

Amendments/Revisions

Any revisions, additions or deletions to the guidelines or addendums in this Manual may be made only by a majority decision of USAT's Board of Directors after considering the input and comments of the Regional Chairs Committee and staff.

All proposed changes must first be submitted to the Regional Chair Committee, the Board Regional Liaison, and the Staff Liaison with enough lead time to allow discussion, modification and support before the document is delivered to USAT's Board of Directors. Recommendations to modify the guidelines must be submitted to the USAT Board President at least two (2) weeks prior to the next board meeting or teleconference at which they will be discussed.

The Regional Liaison may request to be present during the Board discussion of such matter, the acceptance of such request shall not be unreasonably withheld. During the meeting the recommendations will be discussed and may be adopted by resolution and vote of the Board.

USAT General Purpose for Regional Activities

- Conduct its business to achieve and further the mission, goals and strategic plan of USAT.
- Establish and coordinate programs designed to increase USAT membership. Act in accordance with the dictates, rules, bylaws, edicts, and requirements of USAT.
- Conduct regional business at regularly scheduled meetings including the annual meeting, ad hoc committee meetings for specific purpose, and at special meetings.
- Keep athletes fully informed of organization policy and reasonably reflect the views of such athletes in its decisions.
- Organize and administer educational opportunities for USAT constituents.
- Assist organizations and individuals interested in developing and conducting USAT-sanctioned multisport events.

- Select, supervise and support championships for the region in a variety of disciplines and distances.
 - Each region must finalize all regional championship selections by September 1 of the prior race season.
 - All regional championships outside of those produced at the Olympic/Intermediate distance can be held at any time during the season. All Olympic/Intermediate distance events should be held prior to July 1 in order to best serve USAT within its qualifying window.
 - If a regional championship CAN NOT under any circumstance be held prior to that date, the race that is selected will serve as an automatic qualifier for the following year's age group national championship.
- Allow any athlete to compete in any race without regard to race, color, religion, nationality, sex or physical handicap.

ARTICLE I

Regional Designations

Each region of USAT shall be governed by a Regional Council. Their official designation shall be the USAT “XYZ” Regional Council.

ARTICLE II

Establishment of Division

USAT Regional Councils (the "Region") shall be unincorporated divisions of USAT established by resolution of the USAT Board of Directors and shall be a part of and not independent of USAT. Regional Councils shall serve under the authority of the USAT Board of Directors and under guidance of the USAT Staff.

ARTICLE III

Membership

1. Membership Requirements

- a. Membership shall be open to any individual whose principal residence is situated in one of the states listed in Article VI and is a USAT member in good standing.
- b. The Region shall not charge membership dues.
- c. Membership shall be granted without discrimination as to race, color, religion, age, sex, national origin or physical challenge.

2. Membership Voting Procedures

- a. Each member shall have one vote on each matter put before the membership for a vote.
- b. Proxy voting shall be allowed at all meetings of the membership with appropriate verification of written proxy.

3. Membership Meetings

- a. The Region shall hold a meeting for the membership at least once every calendar year.
- b. At all meetings of the membership, other than special meetings, the order of business, unless suspended or altered by a vote of the members, shall be:
 - 1) Reading the call for the meeting;
 - 2) Reading the minutes of the previous meeting which may be dispensed with by a majority vote;
 - 3) Reports of Officers and the Regional Committees;
 - 4) Unfinished business;
 - 5) Officer elections (recommended);

- 6) New business; and
 - 7) Adjournment.
- c. Special meetings of the membership may be called by the Regional Council members or by at least five percent (5%) of the total members of the region. The date, place and hour of the special meeting shall be designated by the council, and the Council Chair shall give reasonable notice to the members of such meeting no less than thirty-five (35) days and no more than ninety (90) days prior to the date of such meeting.
 - d. The members of the region may call a special meeting by submitting a petition to the Council Chair with the signatures of at least five percent (5%) of the total members in good standing who reside in the region. These signatures shall be accompanied by the printed name, complete address, annual membership number and expiration date, available phone number and e-mail address of each member signing the petition, and a written description of the purpose for the special meeting. This description shall not exceed 250 words.
 - e. All meetings of the membership shall be governed by Roberts Rules of Order (most recent version), except where they conflict with these Operational Rules, in which case the Operational Rules control.

ARTICLE IV

Regional Council Members

1. Numbers and Compensation

- a. The Region shall have a council governed by no fewer than five (5) council members and no more than twelve (12) council members.
- b. All council members are volunteers who shall serve without compensation.

2. Makeup of the Council

- a. All council members must be annual USAT members and in good standing of the region.
- b. No council member may also be a member of the National Board.
- c. The Regional Officials Coordinator (ROC) and Regional Athlete Development Coordinator (RADC) shall be non-voting members of the Regional Council. If there exists more than one ROC within a region, the council appointment will be determined by the Commissioner of Officials. Elected council members who are also serving as ROC or RADC shall retain the right to vote.

3. Terms and Term Limits

- a. Council members shall serve four- (4-) year terms commencing January 1 of the year following their election to the council.
- b. Council members can serve an unlimited number of elected terms.

4. Appointments

- a. If a vacancy for a council seat exists after the election process has been completed or if a council member resigns the position, the council shall attempt to secure candidates for that position as soon as practicable. The vacancy shall be filled by an affirmative vote of a majority of the number of council members remaining at the time of the vote. Quorum requirements do not apply.
- b. Appointed members shall submit the USAT Regional Council Appointment form to the Regional Staff Liaison within thirty (30) days of appointment. The appointee shall serve in the vacated seat with all the rights and privileges of an elected council member until the next scheduled election.

5. Meetings

- a. Each region shall hold a minimum of four regular council meetings each calendar year.
- b. Special meetings may be called at any time by the Council Chair or by a majority of members of the council.
- c. Regular and special meetings may be held or attended via conference call or other similar communication equipment. In any meeting, all council members must be able to communicate effectively with all other council members.
- d. All council meetings shall be governed by Roberts Rules of Order (most recent version), except where they conflict with these Operational Rules, in which case these Operational Rules control.

6. Dismissal

- a. Any council member may be dismissed by a two-thirds majority vote of the council if he or she has missed one-quarter or more council meetings in a calendar year, or has not actively participated in council business during the year.
- b. Violations of the USAT Code of Conduct may constitute grounds for dismissal.

ARTICLE V **Officers**

1. Officer Positions

- a. The region shall at all times have a Chair, Vice Chair, Secretary and Treasurer. Officers shall be elected by an affirmative vote of a majority of council members.
- b. No person may hold more than one officer position. Officers' duties shall be designated by the Council, other than as set forth in Section 2 of this Article V. Officers shall serve for a period of up to two years, concurrent with the council election period, and may be re-elected in subsequent years subject to the limitations of Article V, Section 3.
- c. All officers shall serve without compensation.
- d. A vacancy in a seat of an Officer shall be filled by an affirmative vote of a majority of council members.

- e. Officer elections shall occur at the first meeting of the Council in the calendar year.

2. Officer Duties and Responsibilities

- a. The Council Chair shall be chief officer of the region and shall preside at all meetings of the regional membership and the regional council. The Chair shall have supervisory authority of the funds and financial records of the Region and shall oversee the preparation of the proposed annual budget for submission to USAT. The Chair shall be an ex-officio, non-voting member of all regional committees.
- b. The Vice-Chair shall perform the duties of the Chair if he/she is absent or unable to act, and the Vice Chair shall discharge such other duties as may be assigned by the Chair or by vote of the council.
- c. The Secretary shall supervise the taking, making and distribution of the minutes of the meetings of the membership and the council. The Secretary shall keep the records of the region, attest documents and discharge such other duties as may be assigned by the Chair or by vote of the council.
- d. The Treasurer shall have direct charge of the region's funds and financial records. Along with the council chair The Treasurer shall oversee the preparation of the proposed annual budget for submission to the USAT. The Treasurer shall discharge such other duties as may be assigned by the Chair or by vote of the Council.

3. Officer Term Limits

- a. Council Officers may serve in the same officer position for up to four years.
- b. Should no regional council member accept a nomination for an officer position other than an incumbent who has served 4 years in the same position, the council may, at its sole discretion, allow such an incumbent officer to run for an additional term by a majority vote.
- c. There is no limit to the number of successive terms that this provision may be invoked.

ARTICLE VI

Regional Council Administrative Assistants

USAT shall provide the budget relief for each regional council to employ a part-time staff assistant. In conjunction with the USAT Human Resources Manager, the Regional Council shall oversee the hiring and firing for this position; setting appropriate job descriptions; maintaining oversight of this position and providing adequate support to allow this individual to be successful. The Administrative Assistant shall report directly to a member of the Regional Council appointed by the Regional Chair. Any paid staff person must follow directives set within USAT's Employee Handbook, which shall be provided to the administrative assistant USAT reserves the right to manage any Human Resources concerns and take the appropriate action to ensure that all employees act in the best interest of the organization.

ARTICLE VII **Geographic Region**

The regions are defined as follows:

Florida—Florida (excluding of the panhandle)

Mid-Atlantic—Delaware, Maryland, New Jersey, North Carolina, Pennsylvania, Virginia, Washington D.C., and West Virginia

Mideast—Illinois, Indiana, Kentucky, Michigan, and Ohio

Midwest—Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin

Northeast—Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont

Pacific Northwest—Alaska, Hawaii, Idaho, Oregon, Montana, and Washington

Rocky Mountain—Colorado, New Mexico, Texas (El Paso County), Utah, and Wyoming

South Midwest—Arkansas, Louisiana, Oklahoma, and Texas (excluding El Paso County)

Southeast—Alabama, Florida (panhandle), Georgia, Mississippi, South Carolina, and Tennessee

Southwest—Arizona, California, and Nevada

ARTICLE VIII **Goals and Objectives**

The mission of the region shall be to serve as the “arms and legs” of USAT in achieving its strategic plan. Key relevant objectives of the current plan are as follows:

- a. Grow membership and increase membership retention.
- b. Engage youth through Splash & Dash and other youth programs.
- c. Improve the accessibility of triathlon by creating community events.
- d. Amplify the USAT value proposition to members and constituent groups

ARTICLE IX

Authority

The Regional Councils shall operate under the authority of the USAT Board of Directors. Such authority will be primarily granted to the Regional Councils by the Board, and may be withdrawn at any time. The Regional Council shall have the authority to enter into contracts that commit under \$5,000 in regional funds in furtherance of the region's mission, but not into any agreements which may conflict with USAT national office objectives, including but not limited to sponsorship. Any contract that commits \$5,000 or more in funds will require written approval from USAT's CEO.

ARTICLE X

Regional Committees

The region shall establish and abolish any committee as deemed appropriate to fulfill the region's mission.

Committees shall report directly to each Regional Council. The formation of key committees serves to ease the time burdens of Regional Council members and encourage diversity of thought and innovation. In the early stages of a particular program a sole regional council member may serve as the entire committee, but regions are encouraged to fill committee slots by the general membership for increased ideas, participation and to prepare new leaders for a future role within the organization.

Committees operate continually and should be directed by the appointed chairperson or council liaison. Committee functions should be reviewed annually. The scope of committee development is only limited by the demands of the council, the membership and the region's resources.

Appendix A provides examples of committees that would provide consistency with USAT staff responsibilities.

ARTICLE XI

Financial Process

1. Policy

As in any nonprofit organization, it is the fiduciary responsibility of USAT's Board of Directors to ensure that all revenue and expenses are recorded, that they adhere to the approved budget requirements for the year and that there is complete transparency with the overall financial process. USAT's Board of Directors has created the following guidelines to ensure the financial success of the organization.

2. Financial Due Dates

Each Region will be responsible every quarter for the following information:

- a. Check Register
- b. Bank Reconciliation Reports
- c. Invoices and Receipts to match the check register
- d. Profit and Loss statement for the quarter
- e. Profit and Loss statement for the year to date

The information should be sent to the USAT Finance Department by the 15th of the month following the quarter end (Quarter ends: March 31, June 30, September 30, and December 31).

In the event that any region missed the deadlines in the submission of the above information or those listed under Credit Card Guidelines (below) on more than three (3) occasions during the preceding twelve (12) months, the USAT Financial Manager and Treasurer of the Board of Directors may temporarily suspend the Region's credit card and/or close the Region's checking account until such time the account becomes current and they may be assured that the Region can satisfy their fiduciary responsibilities.

3. Fiduciary Controls and Accountability

USAT's budget and the financial support of its programs fall under the direction of the USAT Board of Directors. If any Region fails to follow the budgeting process or the approved expenditures of funds in any given year, the Board has the right to withhold funding.

4. Bank Accounts

Each Region will operate a separate but linked operating account within the USAT system. USAT currently has its day-to-day operating account with Wells Fargo. Each Region shall create a linked Wells Fargo account in its name with the USAT CEO as an authorized co-signer on the account along with the Regional Chair and Treasurer. If there is not a Wells Fargo branch in the Region, USAT will work with the Region to create a mutually viable solution. Each Region may maintain an autonomous check-signing system or request that the USAT Finance Department process all checks and supply the Region with all the monthly reports. The Region shall follow USAT's disbursement process.

5. Credit Card Guidelines

- a. Each Region will be issued one credit card.
- b. Each credit card will be issued through Wells Fargo.
- c. USAT will issue the Card with the Regional Designee as the signatory.
- d. The Regional Designee must be either the Council Treasurer or Chair.
- e. Regions must submit receipts for all credit card charges within thirty (30) days.
- f. USAT will receive the monthly statement, send a copy to the region and issue payment directly.

- g. Regions are expected to reimburse USAT within 30 days of receiving statements. Any late reimbursements are subject to additional penalties and/or removal of credit card privileges.
- h. All credit card charges must have an accompanying receipt for the charge or the next regional budget transfer will be reduced by that amount.
- i. For accountability purposes, USAT does not allow the issuance of debit cards for staff or volunteers.

6. Budget Process

Each Region will follow the same budget process that is embraced by all business units within USAT.

USAT has the following expectations for each Region during the budget process:

- a. Regions must submit budgets for approval in a time frame that coordinates with the formulation of the national budget.
- b. The goal of the regional financial process is to show neither a surplus nor deficit at the end of each fiscal year.
- c. USAT will provide the process guidelines at least six weeks prior to the first published due date for budget material, typically during the summer prior to the New Year.
- d. Regions shall adhere to a template of expense categories that match budgeting and reporting requirements of USAT.
- e. Part-time regional administrative assistant staff are paid employees of USAT, so their funding shall be part of the USAT National Office budget. The current funding level is \$7,000 per year. Hourly wage is determined by each regional council, with approval of the USAT HR Manager.
- f. The minimum funding level for any upcoming fiscal year will be \$ 2.535 per adult annual member as of June 30 plus \$.50 per youth annual member as of June 30. This level may be reduced or increased only by action of the Board of Directors.

Budget minimums shall be set by USAT's Board of Directors with the overall goal of increasing limits based on achievement of past performance markers, to support new and innovative projects, and to accomplish other national-level goals through regional programs. USAT believes that the regional budget is investment spending that will help grow the overall sport and the organization.

The Region may also conduct programs that self-generate revenue for the Regions. Revenue generated by the Region outside of USAT disbursements must be forecast and shall be treated as an addition to but separate from the minimum budget set by USAT.

USAT generally begins the budgeting process in Q3. USAT will send each region a budget form to complete. This form is intended to gauge the expected levels of revenue and expense based on the continuation of existing programs. These forms will be due to USAT based on the deadline set annually by USAT. The USAT CEO and Finance Manager will work with each region and their Regional Coordinator to ensure the budget follows the organizational expectations. The

budget shall be supplied to the Board in accordance with USAT'S annual requirements for discussion and feedback. The final budget shall be approved at the last in- person Board meeting of the year, typically in November. Funding for each region will occur in the following increments: 25% of the funding of the approved Regional budgets shall occur no later than February 1st, the next 25% of the funding shall occur no later than April 1st, and the final 50% shall occur no later than June 1st. These dates are subject to necessary cash-flow restrictions and regional performance reviews. Funding schedules may be approved on an emergency basis for a region by the USAT Financial Manager and Treasurer of the National Board of Directors upon request and validation of need. The total amount that any region can carry in their Wells Fargo Accounts is 25% of the previous year's funding. (For instance, on February 1st a region would typically have 0-25% of the amount carried-over from last year's funded amount and 25% of this year's funded amount).

7. Regional Performance Reviews

Each Region will be required to submit annual goals for the upcoming year and accomplishments for the previous year. These goals and accomplishments must be delivered to the Board no later than fourteen (14) days before the last meeting of the year, typically in November. The format may be amended from time to time by the Board. Each Region will be held accountable for achieving their goals.

8. Regional Revenue

Each region has the capability to generate revenue. External regional revenue must be forecast as part of the annual budget process and linked to expenses, but is not part of the minimum budget set by USAT. External regional revenue will be maintained in the Regions' USAT linked bank account.

9. Annual Budget Surplus

Each Region shall be expected to operate under their approved budget. At the end of the year, if a Region shows a surplus in cash funds, USAT will apply up to 25% of the previous year's USAT funding to the current year approved budget (carry over). This increase does not increase the current minimum budget set by USAT; it will appear as supplemental income within the budget. Any cash surplus over 25% shall reduce current-year funding dollar for dollar beginning with the February 1st Regional funding payment. As previously stated the goal of the Regional financial process is to show neither a surplus nor a deficit at the end of each fiscal year. USAT believes that the investment in the Regions will help grow the overall sport and in the organization and that programs designed and funded for fiscal year be completed in that fiscal year to meet the National and Regional Goals.

10. Purchase Procedures

Both the National office and the Regions need to pay particular attention to Regional representatives committing the Region's funds. Because of that, it is important that all parties be aware of large monetary commitments. Before any Regional Council volunteer makes a financial

commitment for any potential Regional purchase, including grants or vendor services, of more than \$1,000.00, the Regional Council volunteer must receive written authorization from either the Council Chair or Treasurer to make that commitment.

11. Disbursements

Disbursements are normally made by issuing checks. Checks shall not be made out to cash. All checks should be signed only after completion. Signing of blank checks in ANY circumstance is prohibited. Checks shall be kept in a secure location. Check signing authority rests with the CEO and a Business Unit Director at USAT if USAT processes the checks or the Region Chair or Treasurer if the Region processes its checks. All checks require an authorized signature.

12. Disbursements for Grants, Prize Money and Professional Fees (1099 Process)

- a. Prior to payment the W-9 form must be filled out by any individual, group, club, or speaker who is receiving a grant, prize money, professional fees or speaking fees.
- b. The completed W-9 must be reviewed by the Region or USAT to ensure the name, address and tax payer ID number or Social Security number are included.
- c. Depending on how the region handles their accounting, the W-9 must be turned in to the National Office during the next due date of information (daily, monthly or quarterly). The National Office will in turn send out 1099's and file them with the IRS.
- d. Unless the W-9 form is filled out, no cash payments will be made or disbursed.

13. Cash Advances

The Regional Chair or Treasurer may approve cash advances up to \$200.00 to be used for authorized expenses related to USAT events. The recipient of the cash advance shall be responsible to return all unused funds and expense receipts along with an expense report to the Regional Chair or Treasurer within 10 days of event completion.

14. Travel Reimbursement

- a. Council members traveling to an approved event for USAT business will be reimbursed for appropriate travel expenses. Receipts must be provided for reimbursements. This travel must be budgeted.
- b. Travel expenses will be paid by USAT to and from the annual Council Chair meeting.
- c. Regional Council members who participate in an event where USAT business is also to be conducted shall get written pre-approval for travel expense from the Regional Chair or the Regional Treasurer and shall follow all reporting requirements.

Please see Appendix E for sample forms.

ARTICLE XII

Regional Communications

USAT's regions need to have the ability to communicate with the members in their defined areas. While the frequency of such mailings will be at the discretion of each region, the USAT Board recommends that each region utilize the weekly Multisport Zone program launched in January 2009. The Multisport Zone (MZ) is a single communication tool reaching all members every Tuesday. This platform allows the member to have a single access point to information covering every constituency topic the multisport enthusiast could want.

If a region has information that they wish to distribute to its constituents and that falls outside of USAT's weekly format, the specific policies below apply for mailing labels and electronic messaging.

1. USAT Membership – Electronic Communication

Each region will have access to a weekly electronic mail distribution platform through the Multisport Zone program. Any use of USAT's electronic communication platform outside of the scheduled Multisport Zone mailings must be approved by the Marketing & Communication Department.

2. Multisport Zone Uses and Rules

- a. Content must be added to the "Latest News" page on the region's USA Triathlon website.
- b. Regions may supply editorial every week but it is not required.
- c. Regions supplying editorial for any given week must create the editorial pieces on the "Latest News" page by noon Colorado time on Monday.
- d. USAT's Regional Staff Liaison will review all submissions to ensure they are business appropriate and follow the communication guidelines set forth by the organization.

3. Regional E-Communications

- a. Region Newsletters
 - 1) Regions can send one newsletter per quarter. Each quarterly newsletter can be sent at any point in time prior to the below deadlines:
 - First Quarter: mid-March
 - Second Quarter: mid-June
 - Third Quarter: mid-September
 - Fourth Quarter: mid-December
 - 2) The information in a newsletter should be primarily regionally focused information.
 - 3) There is a minimum of 4 sections or topics in each newsletter.
 - 4) Prior to release, newsletters must be submitted to Regional Staff Liaison to ensure they are business appropriate and follow the communication guidelines set forth by the organization.

- 5) Regions are encouraged to provide a distribution ‘desired date’ however final delivery is subject to organizational priorities and messaging in the delivery pipeline.

b. E-Blasts

- 1) One e-blast per year will be allowed for each the following occasions:
 - Expos (one per expo)
 - Regional Championships
 - Special Qualifier(s)
 - Membership Meetings
 - Call for Race Directors for Regional Championships and Special Qualifiers (eblast sent only to Race Directors)
- 2) Regions are encouraged to provide a distribution ‘desired date’ however final delivery is subject to organizational priorities and messaging in the delivery pipeline.
- 3) Regional councils are encouraged to: allocate time for regional admin to maintain current sanctioning RD email listings by region to facilitate ongoing communication and dialogue as championship/special qualifier needs arise.

4. USAT’s Policies on Electronic Data

USAT maintains a very strict policy on the distribution of electronic data regarding a members’ personal information. In short, it does not share this information with any group internally or externally to USAT. The reasons are simple:

- a. It allows USAT to maintain the accuracy and currency of our data.
- b. It ensures that our communications don’t violate anti-spam laws.
- c. It allows USAT to keep control over how and when our members receive communications.
- d. It allows us to avoid any opportunity for our data to be shared or stolen.
- e. Exceptions to this policy can be made by the CEO if it affects current and approved USAT or Regional Programs.

5. Triathlon Life Magazine

Each region will have defined space to use in each issue of the quarterly membership magazine.

- a. USAT Regional Staff Liaison will provide each region with quarterly deadlines.
- b. Regions may supply editorial for every issue.
- c. Regions supplying editorial for any issue must submit the editorial piece to their assigned Regional Staff Liaison by the deadlines that will generally fall:
 - Issue 1: early February
 - Issue 2: early May
 - Issue 3: early August
 - Issue 4: late October

- d. USAT’s Marketing & Communication Department will review all submissions to ensure they are business appropriate and follow the communication guidelines set forth by the organization.
- e. Future deadlines will be supplied to each Region no less than four weeks prior to the respective deadline.

ARTICLE XIII

Code of Ethics

Comment [AJD1]: ROB: “Discuss monitoring and enforcement.”

Regional members shall at all times act in accordance with the USAT Board of Directors and its Volunteer Code of Ethics. All Regional Council Members are required to understand, agree to, comply with, and sign the USA Triathlon Ethics Policy Receipt, and the Conflict of Interest Disclosure Statement. An elected or appointed council member shall have thirty (30) days from their election or appointment to complete the form, after which time they shall be subject to removal from the council.

Any Regional Council Member that does not complete, sign and send to USAT the above forms by March 31 of each year shall automatically forfeit their council seat. An appointed council member shall have thirty (30) days from appointment to complete the form, after which time they shall be subject to removal from the council. Any council member removed for not completing this requirement may be reinstated through a written appeal to the Board of Directors within 30 days. If an appeal is not made within 30 days or the Board does not approve the reinstatement, the seat will be deemed permanently vacant and the council may appoint a replacement.

ARTICLE XIV

Indemnification

USAT shall indemnify and hold harmless each of the Region's Council Officers, council members, committee chairs, agents, employees or persons serving at the request of USAT or the Regions.

ARTICLE XV

Amendments to the Operational Rules

This Regional Operations Manual may be amended by approval of a majority of the National Board of Directors after considering the input and comment of the Regional Councils.

ARTICLE XVI

Miscellaneous

All provisions of these Operational Rules conform to and comply with all applicable state and federal laws and regulations. These Operational Rules shall take effect immediately upon approval by a majority vote of the National Board of Directors and shall constitute the Operational Rules of the USAT Regional Councils.

APPENDIX A

Committees

Designation of responsibilities is essential to holding council members or other volunteers accountable for their performance. This allows each council member specific duties to embrace and for USAT to identify them, assist in idea sharing among them and to better define budget and wish list items across regions. It also allows for more effective volunteer recruitment based on specific job expectations. Regions are urged to use the following descriptions in designating job responsibility among council members and other regional volunteers. In cases of complete regional councils it is suggested that each member be appointed one of these defined roles in regional functions.

Council Officer descriptions are listed under Article V, Section 2 above.

The designated Regional Council Committee and Liaison Responsibilities are as follows:

1. Marketing and Communications

Responsible for informing the athletes of the region, directly or through their representative association, about the items the council is and has been discussing. This includes items discussed in email, council meeting, rankings, championships, upcoming races, and issues about races, annual awards banquet, and items brought up by other athletes in the region. Information should be written without personal bias. It should be factually based and informative. The final document should be forwarded to USAT's regional liaison. This position also coordinates activities related to fundraising within the region, including hard (cash) and soft (swag) awards. These activities will be mindful of existing relationships with USAT national.

2. Youth

Responsible for regional youth programs and the support of national youth programs. To encourage youth races, and clinics by effective communication with race directors and coaches, and to actively support regional outreach to youth clubs and schools. Also responsible for general communications with the youth membership, directly or through their representative associations.

3. Championship

Each Regional Council may nominate championship events from all states represented in the region. Oversees the entire nomination process and works with selected Race Directors to ensure that all championship events follow USAT standards and guidelines. Helps coordinate all activities supporting any National Championships, and World Championship in the region.

4. Race Director Liaison

Acts as the liaison between the race directors, athletes, and USAT to ensure that all rankings information is submitted in a timely fashion and follows the guidelines and standards developed

Comment [AJD2]: ROB: "Need input from Tim"

by USAT. Also responsible for general support of race directors and is charged with identifying and promoting USAT sanctioning to non-sanctioned events in the region.

5. Education Coordinator

Helps coordinate all educational activity in support of related USAT initiatives. Assists in developing marketing strategies in support of national and regional council activities.

6. Webmaster

Charged with maintaining and providing content for the regional website. The member will seek media content and help create articles of interest for regional and national media for contribution within and outside USAT.

7. Membership and Annual Membership Outreach

Responsible for outreach and communications with regional adult membership and for promoting membership acquisition activities at races and other locations. Organizes and plans the regional membership meeting.

8. Paratriathlon Liaison

Maintains communications with, and works to enhance the experience of USAT's Paralympic athletes in the region, directly or through their representative association(s).

APPENDIX B
Regional Council Administrative Assistant Job Description

Job Title: Regional Council Administrative Assistant

Reports to: Regional Council Chair

The Regional Administrative Assistant job description is to be created by each respective region based on the needs of that region. The following is a template provided by one of the regions that may be used as an example.

Basic Function:

The Administrative Assistant will provide support to the council's day-to-day operations. The individual will also interact, as necessary, with the USA Triathlon Regional Staff Liaison and the various departments and functions of the USA Triathlon national organization.

The duties include, but are not limited to:

- Ensuring that the council communicates up-to-date information to USA Triathlon members in the Region;
- Providing support to the Council Chair and Vice-Chair in the management of the council's programs and internal council operations;
- Assisting the Treasurer in maintaining accurate financial information;
- Assisting the Secretary with the preparation, posting and archival of the council meeting minutes;
- Planning and assisting with the organization of the annual membership meeting; and
- Providing back-office support to various committees as necessary.

The skills needed:

- Proficiency in Microsoft Office (Word, Excel, Power Point) or similar software
- Access to a computer with internet access
- Knowledge of the multisport environment
- Available time on weekends for monthly Council conference calls.
- Additional employment information
- This position is for work up to 10 hours per week.

APPENDIX D

Volunteer Travel Policy

Comment [AJD4]: ROB: "Check with Sharon to ensure current."

Employees and volunteers of USAT may be required to travel to events and races throughout the year. While at these events, you are representing the national federation and your conduct should reflect positively on USA Triathlon. Each interaction by our staff and volunteers with our constituents can be an opportunity to improve our organization.

You may be provided with a USAT uniform to wear at the events and races. Employees and volunteers must be cognizant that every action and word reflects on our organization. If you are provided with sponsorship equipment, apparel or other items, you should utilize these products in connection with USAT activities.

Employees attending the events or races on behalf of USAT are not allowed to participate in the event or race with certain exceptions. Comp entries are also not allowed for USAT employees at sanctioned events.

Travel related expenses must be reasonable, customary and necessary for the conduct of USAT business. Business travel must be authorized by the Chair. All international travel must be approved by the Controller and CEO.

Expense reports are to be reviewed and approved by the Chair or Treasurer, then forwarded to the Regional Coordinator. Board members expense reports are to be reviewed by the CEO and the Controller.

The traveler should select a mode of transportation that is cost-effective and efficient. If, for other than USAT business purpose, the traveler takes an indirect route, or interrupts a direct route, reimbursement for travel costs will be either the actual cost or the cost that would have been incurred by traveling the direct route by the most economical means, whichever is less.

There may be times when you want to have a family member or friend come with you on a business trip. There may also be times when you want to combine a business trip with personal travel. In both cases, you must first get prior approval. Since the purpose of your trip is business, we need to make sure that nothing interferes with that objective. You are responsible for any expenses related to the personal portion of the trip or for your companion.

Air Travel

When you make business travel reservations, purchase the lowest possible coach airfare that meets your business needs. USAT's primary air carrier is United. If for some reason United doesn't go to the area you are traveling, other airlines may be used.

Upon conclusion of travel, the actual "passenger receipt" (showing amount paid, dates of travel, destinations, class of fare, etc.) is required to be attached to the travel expense form in order to be reimbursed for this item.

There will not be reimbursement for Business or First Class reservations without prior approval of the CEO or the Controller.

If a person uses a free fare or flies as a “buddy” on someone else’s ticket, he or she may not seek reimbursement for this airfare because an official airline ticket in the person’s name cannot be provided supporting the claimant’s travel reimbursement claim.

If a person changes air travel plans and is charged a cancellation fee or a surcharge on their airfare, it is not reimbursable if it is incurred for personal reasons.

Personal Auto

Mileage cost for use of personal vehicles is reimbursable, only when less expensive transportation is not available. It is reimbursable at the current “Federal Standard Mileage Rate.” This does not cover local travel except going to and from the local airport if leaving on a business trip.

Car Rentals

Be aware that some car rental companies will charge considerably for refueling the tank if not filled up before returning the vehicle. It is therefore requested that whenever possible the claimant fill up the gas tank at a gas station before returning the vehicle. The gasoline is reimbursable and a receipt is required in order to be reimbursed. An official car rental receipt is also required showing amount paid and all items included in the bill. These receipts need to be attached to the Expense report.

If personal travel occurs during the trip, you must deduct car rental expenses for the days of personal travel.

Ground Transportation

Costs of public transportation and parking are reimbursable with receipts. Taxi fares are reimbursable, only when there is no less expensive alternative with receipts.

Lodging

Lodging reimbursement does not include incidentals such as telephone, meals, laundry, etc. Only the actual room cost is considered when determining the amount to claim for lodging reimbursement. Lodging expenses incurred at a location other than a commercial lodging establishment may not be reimbursed.

An official hotel receipt is required to be attached to the travel expense form. This receipt is required to itemize all expenses on a daily basis.

Per Diem and Meals

USAT will pay per diem for expenses that are not otherwise paid for or provided by USAT. The normal rate will be \$40 per day. This will be divided into 3 parts: \$10 for breakfast, \$10 for lunch and \$20 for dinner. Per diem doesn't require receipts. You are not entitled to a full day of per diem if your business travel day starts after a meal period. Please deduct that meal from your total day per diem.

High cost areas such as Washington DC, San Francisco and select international cities will be reimbursed on a receipt basis only up to \$50 per day. USAT will provide reimbursement for meals based upon original receipts. Receipts such as credit card slips, cash register receipt, etc. should be provided for each meal for which you are seeking reimbursement. Meal claim for reimbursement may not include guest expense, or alcohol.

If you are paying for fellow travelers, each person's name must be written on the back of the receipt. The same is true for business meals. A business meal is defined as a meal with non-USAT staff where a substantial and bona fide business discussion takes place.

Miscellaneous Expense

Travelers will be reimbursed for the following miscellaneous expense incurred while on USAT business:

- Business internet access
- Business office expenses (fax, copy services)
- Business phone call(s)
- Currency conversion fees
- Parking and tolls
- Tips not exceeding 20% of the total cost of a meal or 15% of a taxi

Travelers will not be reimbursed for the following miscellaneous expenses listed below (this is not an all-inclusive list; it serves only a sample for reference):

- Airline club membership dues
- Airline seat upgrades
- Air phone usage
- Annual fees for personal credit cards
- Alcohol
- Auto repairs
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Hotel health club fees
- Landry or valet services
- Lost baggage
- Magazines, books, newspapers, personal reading materials
- Mini bar alcohol and refreshments
- Movies
- Optional travel insurance

- Parking tickets or violations
- Rental vehicle upgrades

Paying for Travel Expenses

A Travel and Business Expense reimbursement form should be submitted within thirty (30) days from date of travel to the Finance office. All reimbursements must be accompanied by original receipts with the exception of allowable per diem.

Travel Expense Guidelines for Domestic Travel

\$500 per airline ticket	\$0.565 personal car reimbursement
\$50 per day car rental	\$150 per night lodging
\$150 per day mini-van rental	\$40 per Diem

APPENDIX E
Regional Council Appointment Form

Date:

Region:

Name of Appointee:

USAT Membership #:

Expiration Date:

Appointee's Email Address:

Year Appointment Ends:

Prior to signing this form, the appointee agrees that he or she has become familiar with the Regional Operations Manual. He or she is aware that the Regional Operations Manual contains the operating policies for all Regional Councils.

The appointee understands that he or she must be a current annual member of USA Triathlon at all times while serving as a member of a Regional Council.

The appointee agrees that he or she will complete and sign the Ethics Policy Receipt and Conflict of Interest Disclosure Statement within 90 days of signing this appointment form. If the Ethics Policy Receipt and Conflict of Interest Disclosure Statement is not completed within 90 days, the appointee will be subject to removal from the Regional Council.

The appointee understands that he or she shall serve in the vacated council seat until the next scheduled election.

The undersigned appointee affirms that the he or she is willing to comply with the above statements and the policies stated in the Regional Operations Manual. Refusal to comply with these statements and policies will subject the appointee to potential removal from the Regional Council. The undersigned council chair affirms that the appointee was selected according to the official council member appointment protocol found in the Regional Operations Manual.

Signature of Appointee:

Date:

Signature of Council Chair:

Date:

Date Received by National Office:



COLLEGIATE COMMITTEE

GOVERNANCE AND RESPONSIBILITIES OF THE COLLEGIATE COMMITTEE

AND

COLLEGIATE CLUB COMPETITIVE RULES

USAT Collegiate Triathlon

Web site: <http://www.usatriathlon.org/>

Edited by the Collegiate Committee of USA Triathlon

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Updated January 2016

1. **MISSION.** The Collegiate Committee (CC) of USA Triathlon (USAT) works to develop, advance, and promote club level collegiate triathlon. The CC shall encourage competitive excellence and shall provide leadership regionally and nationally in order to foster the continued growth of collegiate triathlon throughout the country.

2. **ROLES, RESPONSIBILITY, AND AUTHORITY.** The Collegiate Committee is the working group of collegiate triathlon tasked by the USAT Board of Directors (Board) to:
 - 2.1. Advise the Board and USAT staff on all matters related to collegiate triathlon.
 - 2.2. Develop and review rules governing collegiate competition to be incorporated into the USAT competitive rules.
 - 2.3. Ensure proper management and direction of collegiate governance and competition nationally and within the 10 geographically distinct Collegiate Conferences described in Section 3.3.
 - 2.4. Ensure rules governing collegiate triathlon are enforced and to exercise discretion in rules enforcement, subject to Board review, where necessary to accomplish the mission of the committee and to ensure fair and safe competition.
 - 2.5. Guide the evolution of collegiate triathlon, by articulating priorities for the development of collegiate triathlon and undertaking long-term strategic planning.
 - 2.6. Hold an annual collegiate summit to discuss strategic initiatives to enhance the professionalism and prestige of Collegiate Triathlon while expanding the accessibility to new clubs and athletes across the country.

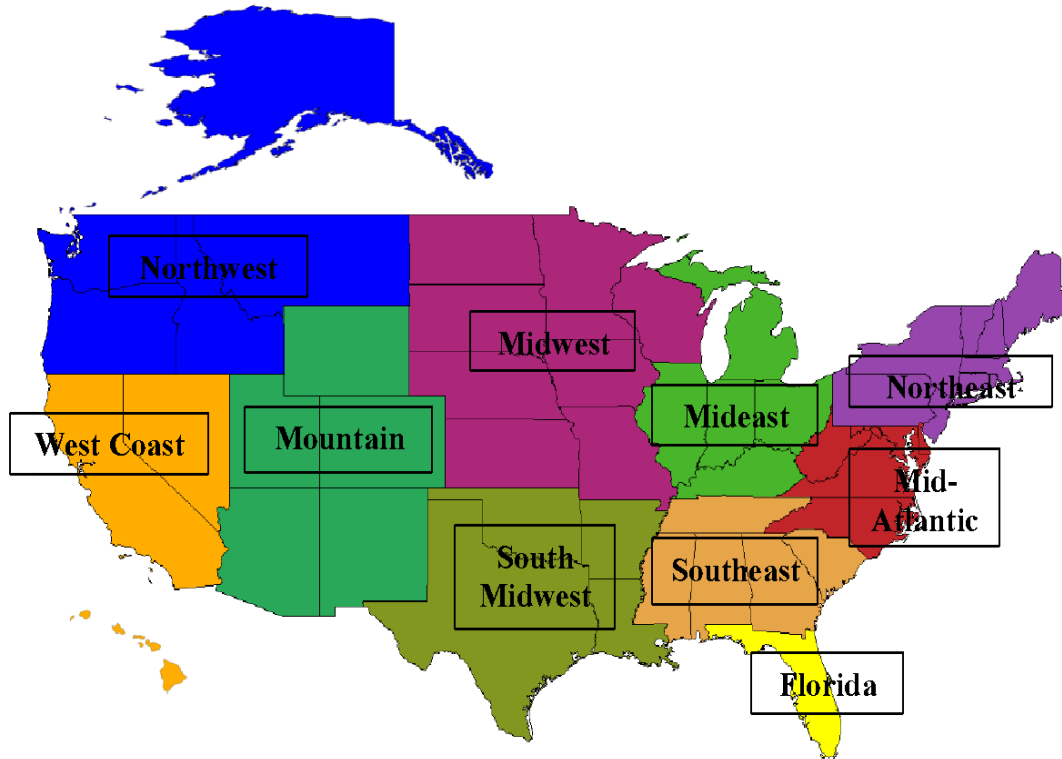
3. **DEFINITIONS, GOVERNANCE AND BYLAWS.** The Collegiate Committee serves at the will of the USAT Board of Directors. The CC's may be subject to Board review at the discretion of the Board, and the CC's members may be removed at any time and for any reason by the Board. The Committee is governed by its members, consisting of one representative from each USAT Conference (Commissioners), and a CC Chairperson (Chair). The committee will conduct its business pursuant to USAT bylaws.
 - 3.1. **Collegiate Committee Chair** is responsible for the administration and coordination of the Collegiate Committee in cooperation with the Commissioners.
 - 3.1.1. The Chair is appointed by the President of the Board.
 - 3.1.2. The duties of the Chair include, but are not limited to:
 - i. Setting schedules for conference calls and/or email communications of the CC.
 - ii. Serving as a liaison to the USAT Board of Directors, staff and the CC.
 - iii. Helping resolve problems/disputes at the Conference level.
 - iv. Serving as the representative voice of the CC when needed.
 - v. Serve as a mediator in disputes with and within the CC.
 - vi. Facilitate discussion with key stakeholders on emerging topics of regional and national significance to collegiate triathlon.
 - 3.1.3. The Chair can be removed from his/her position by the President of the Board.

- 3.2. **Collegiate Commissioners.** The Collegiate Commissioners have the responsibility of developing policy and long-term goals for collegiate triathlon, as well as programs to be implemented, taking athletes' input and their best interests into consideration.
- 3.2.1. Commissioner terms are two years in length and run from June 1st of their year of appointment until May 30th two years later. These term dates are established so that the conference nomination process will begin immediately after Collegiate Club Nationals and that the new committee members can be appointed in time for the following academic year.
- 3.2.2. To ensure the highest quality of governance, there is no limit to the number of terms a commissioner can serve, as long as they are re-elected by their conference every two years via rule 3.2.1.
- 3.2.3. Commissioners are nominated by their respective conferences to the Board for approval and appointment. Each registered collegiate club within a conference will have 1 vote toward nominating their commissioner. The Chair will tally the results from an election and the candidate with the most votes will be nominated to the Board for inclusion in the CC.
- 3.2.4. Nominations for Commissioners for the following Conferences will occur in even numbered years:
South Midwest; Mideast; Mid-Atlantic; Northeast; Florida.
- 3.2.5. Nominations for Commissioners for the following Conferences occur in odd numbered years:
Northwest; West Coast; Midwest; Southeast; Mountain.
- 3.2.6. To ensure the highest quality of governance of collegiate competition, commissioners must be affiliated with their respective conference. This may include, but is not limited to: students, coaches, race directors, officials and regional board members. If there are requests outside of these positions, the board will vote on eligibility of the individual.
- 3.2.7. Each Commissioner shall work for the continued growth of Collegiate Triathlon at both the national level and within their respective USAT Conference. This includes, but is not limited to:
- i. Helping individuals start new clubs at their respective schools
 - ii. Encouraging clubs to join and compete in Conference events
 - iii. Participating in the administration of the Conference.
 - iv. Promoting the improvement of skills and practices for collegiate clubs and athletes.
- 3.2.8. Each Commissioner shall help USAT staff keep a current database of contact information for all registered clubs in their Conference.
- 3.2.9. Each Commissioner shall participate in scheduled CC discussions and conference calls.
- 3.2.10. Additionally, each Commissioner shall prepare a report of activity and growth within his/her conference at least once annually and shall bring matters of concern to the attention of the CC when requested by the Chair.
- 3.2.11. Each Commissioner shall send regular updates to all club representatives ("Club Reps") and the Director of his/her conference and maintain regular communication with the clubs.

- 3.2.12. Each Commissioner will be responsible for reviewing and approving his/her respective Conference racing schedules in accordance with the collegiate rules prior to the beginning of the official race season each academic year.
- 3.2.13. Each Commissioner shall conduct and/or facilitate a discussion inclusive of all Club Reps from his/her conference at the Collegiate Club National Championships.
- 3.2.14. Each Commissioner shall immediately alert the CC to any concerns expressed by the clubs in his/her Conference that may affect Collegiate Triathlon nationally.
- 3.2.15. Each Commissioner shall make every attempt to attend a yearly Collegiate Summit Meeting.
- 3.2.16. Each Commissioner shall also make every attempt to be present at the Collegiate Club National Championships.
- 3.2.17. All Commissioners must exercise his/her responsibilities in a manner that is kind, sensitive, thoughtful, and respectful as outlined under the USAT Board of Directors and Volunteer Code of Ethics. Annually, each member of the CC must sign and return the USAT Code of Ethics.
- 3.2.18. If a Commissioner has been derelict of his/her duties he/she can be removed and replaced by the Board of Directors or the President of the Board. The Chair may recommend removal of a Commissioner for any of the following:
 - i. Missing 3 conference calls in the last year;
 - ii. Routinely failing to provide Conference updates when requested by Chair;
 - iii. Failure to respond to e-mails or communicate with people in their Conference, the CC or USAT staff in a timely manner;
 - iv. Demonstrating inappropriate disrespect to other Commissioners, the Chair, or USAT staff;
 - v. Participating in activities that marginalize or tarnish the CC or USAT.
- 3.2.19. If for any reason a Commissioner needs to be replaced (due to removal or resignation) the Chair in cooperation with USAT staff, and the CC, shall recommend the appointment of an interim Commissioner by the President of the Board.
- 3.2.20. The appointee should meet the CC eligibility criteria and shall serve until the following Commissioner Election cycle.

3.3. Collegiate Conferences.

- 3.3.1. Collegiate Triathlon is divided into Collegiate Conferences for ease of administration.
- 3.3.2. The name and location of the current Conferences are divided by state and depicted in the following map



- 3.3.3. Each Conference Commissioner shall conduct a conference meeting at least annually to discuss the issues of his/her conference, as well as to schedule the upcoming official race season.
- 3.3.4. Three weeks written notice shall be given to each club in the Conference prior to the meeting.
- 3.3.5. Clubs shall request to place items for discussion on the agenda no later than five days prior to the scheduled meeting.
- 3.3.6. The agenda shall be distributed to all Club Reps no later than five days prior to the meeting.
- 3.3.7. Minutes from conference meetings shall be sent out to all Club Reps no later than 10 days after conference meetings.
- 3.4. There shall be no annual fee for membership in a Conference.

3.5. Collegiate Clubs

- 3.5.1. To participate and score within Collegiate Triathlon events a Club must be:
 - 3.5.1.1. Officially recognized and be in good standing with its school to participate both at Conference events and at the National Club Collegiate Championship.
 - 3.5.1.2. A member in good standing in its Conference, having submitted all proper paperwork, club roster and communications with the Conference Commissioner and USAT staff.
 - 3.5.1.3. Registered as a USA Triathlon Club in good standing, having submitted the appropriate application and club fee to USA Triathlon.

- 3.5.2. Schools that have more than one geographically separate and distinct campus, each of which grants a separate degree or has a separate and distinct athletic department, must develop a separate club for each such campus location.
- 3.5.3. For purposes of Collegiate Triathlon and USAT record keeping, each club's name will be the name of the club's school, as recorded in IPEDS (<http://nces.ed.gov/ipeds/>).

3.6. Collegiate Athletes

- 3.6.1. To participate as a collegiate athlete within Collegiate Triathlon events, an athlete must meet all of the following requirements at the time of competition:
 - 3.6.1.1. Be a full-time student in good standing at the school that will grant their degree, as defined by the Bursar, or Office of the Registrar at that school.
 - 3.6.1.2. Be a member in good standing with a Collegiate Club as defined by Section 3.5
 - 3.6.1.3. Be a member in good standing with USA Triathlon and Collegiate Triathlon
 - 3.6.1.4. Be an annual member of USA Triathlon.
- 3.6.2. Athletes who are enrolled full-time during the fall/winter and complete their degree requirements for an advanced degree or are completing their degree in the spring, are eligible to compete in collegiate events held in the spring of the same academic year.
- 3.6.3. Athletes cannot race for two institutions in the same racing season unless an athlete academically transfers to a different institution. If an Athlete has changed Clubs (through transfer or after graduation) they must compete for the club in which they are currently enrolled as a full-time student and that club must meet the requirement set forth in Section 3.5 of these Rules.
- 3.6.4. No school or club may develop eligibility requirements that unduly hamper or deny any student from participating as an athlete for such club when the student otherwise satisfies the eligibility requirements of these Collegiate Rules.
- 3.6.5. Full-time student athletes from a school that does not currently have a registered collegiate triathlon club will be permitted, at the discretion of the race director, to race in conference collegiate competitions as "unaffiliated", but will not be able to earn conference rankings or points and will not qualify for participation in Collegiate Club National Championships.
- 3.6.6. It is the athlete's responsibility to ensure that they are registered under the appropriate collegiate club in the athlete's online profile with USAT.
- 3.6.7. Current and former Elite and Collegiate Elite triathletes, who otherwise satisfy the eligibility requirements of these Collegiate Club Rules, are allowed to compete in Collegiate Triathlon events.
- 3.6.8. International students, who otherwise satisfy all of the eligibility requirements of these Rules, are allowed to compete in Collegiate Triathlon events, including the annual Collegiate Club National Championships.

4. **PETITIONS AND RULINGS.** The CC may provide interpretations and clarifications to the collegiate competitive rules, but may not grant exceptions to any adopted rule or effectively change a rule without prior Board approval or unless expressly allowed herein.

- 4.1. Any collegiate athlete or club who wishes to be provided with an interpretation or clarification of any of the collegiate competitive rules must submit a petition to their

Conference Commissioner. All petitions submitted by individuals or clubs must come from the club's designated Club Rep.

- 4.2. The Collegiate Commissioner will forward all petitions to the Chair for a consideration of merits of the petition and, if warranted, subsequent discussion by the CC.
- 4.3. The complete petition must contain all of the following information:
 - 4.3.1. All information relevant to the requested petition;
 - 4.3.2. The name, telephone number and e-mail address of the petitioner;
 - 4.3.3. The appropriate Club Rep of the athletic, club sports, or student club department that is responsible for supervising the athlete's club;
 - 4.3.4. All petitions will be reviewed by the CC and will be resolved within 30 days if the petition is determined to be complete and no additional information is required.
- 4.4. Decisions of the CC may be subject to review by the Board at the discretion of the Board. They may be appealed to the USAT Board of Hearings and Appeals as outlined in the USAT Competitive Rules, Article XI.
 - 4.4.1. An appeal should not be filed with the USAT Board of Hearings and Appeals until the petition has first been reviewed by the CC.
 - 4.4.2. Decisions made by the USAT Board of Hearings and Appeals are final and there shall be no further appeals.

5. COLLEGIATE CLUB COMPETITIVE RULES

5.1. General

- 5.1.1. In order to participate in Collegiate Triathlon events, an athlete must meet the athlete eligibility requirements of Section 3.6 and Collegiate Clubs must fulfill the requirements of Section 3.5. Proof of eligibility criteria must be furnished to USAT and the collegiate committee upon request.
- 5.1.2. In addition to these Rules, Collegiate Triathlon races must follow the competitive racing rules and regulations of USA Triathlon. It is each athlete's responsibility to understand USA Triathlon Competitive Rules and the specific Rules applicable to Collegiate Triathlon. Any individual in violation of the Competitive Rules is subject to a variable time penalty or disqualification.
- 5.1.3. Collegiate athletes may not accept individual cash prizes at Collegiate Triathlon races or events. Cash awards may only be payable to an entire club. However, individual athletes at Collegiate Triathlon events may accept a merchandise awards.

5.2. Club Uniform

- 5.2.1. All athletes racing on behalf of their club must wear an official club uniform from the start to finish of the race.
- 5.2.2. The school's name, nickname, or initials must appear on the club's uniform and must be the largest and most prominent lettering or image on the uniform.
- 5.2.3. Uniforms may be unzipped during competition; however the school's name or initials must remain prominently displayed on the front and back of torso.
- 5.2.4. Athletes who do not follow these standards during a race will receive a variable time penalty as defined in Section 3.7 of USAT Competitive Rules.
- 5.2.5. For Draft-Legal individual events, athletes must additionally follow the uniform guidelines of USAT competitive rules for draft-legal events.

5.3. Conference Events

- 5.3.1. The racing season for each Conference begins immediately after Nationals and concludes with Nationals of the following year.
- 5.3.2. The Conference racing schedule is organized by the Conference Commissioner and must be approved by a majority of the Club Reps within a conference.
- 5.3.3. All Conference events must be sanctioned by USA Triathlon to be eligible for inclusion in Conference Omnium scoring.
- 5.3.4. Conference events must include at least two of the following disciplines: swimming, cycling, or running.
- 5.3.5. The total distance covered by athletes in each discipline must lie within the following ranges: Swim: 0.4 – 2 km. Bike: 10 – 50 km. Run: 2 – 13 km.
- 5.3.6. Conference events can be either non-draft legal, draft legal or Mix Team Relays.
- 5.3.7. Each conference is required to hold an annual Conference Championship race.
- 5.3.8. The Conference Championship event must be designated as a Regional Championship in coordination with the regional board. This will provide regional support for the collegiate championship, and require 2 officials at the event to ensure an event that is similar to the National Championship.
- 5.3.9. The Conference Championship event must be defined by the race director as an Olympic Distance non-draft event to ensure an event that is similar to the national championship.
 - 5.3.9.1. If an olympic distance event is not a viable option the committee may vote in majority for an exception.

5.4. Conference Omnium Scoring

- 5.4.1. Each Conference shall develop an Omnium scoring system that uses the following as a minimum guideline. The Omnium rules must be approved by majority vote of the Club Reps within the conference before the first scheduled conference event.
- 5.4.2. *Individual Omnium Points* at each Conference event are awarded separately to male and female athletes on a linear scale according to the following formula $Points = 101 - Place$ with a minimum score of (1) for any finisher. The scoring of the women's and men's races will be separate, so both the first placed woman and the first placed man will earn 1st place points.

Place	Points
1 st	100
2 nd	99
3 rd	98
10 th	91
99 th	2
100 st	1

- 5.4.3. Men/Women Club Score at conference events is determined by adding up a club's respective top (4) male/female Individual Omnium Points for the race. In case of a points tie, the club with the most points from their 1st placed male/female will win.

5.4.4. Conference events will have an unlimited amount of displacement athletes in the scoring to encourage higher participation and to match the scoring style of the national championship.

5.4.5. Overall Club placing at conference events is determined by adding up the Men and Women Club Score. In case of a points tie, the club with the most points from their 1st placed male and female will win. If still tied, the combined scores of the progressively lower ranked (2nd then 3rd...) placed male & female will be used.

5.4.6. *Club Omnium Points* at each Conference event are awarded on a linear scale according to the following formula $Points = 110 - Place * 10$ with a minimum score of 0.

Place	Points
1 st	100
2 nd	90
3 rd	80
10 th	10

5.4.7. Draft-legal conference races will award Individual Omnium points, but will not award Club Omnium Points unless the race is held in conjunction with a non-drafting conference event. In that case, Club place for the combined event is determined by adding the top (4) male and (4) female Points from the non-drafting race with the top (1) male and (1) female Points from the draft-legal race.

5.4.8. Individual and Club Omnium points are doubled for the Conference Championship race.

5.4.9. Final Individual and Club Omnium Standings are determined by summation of points earned throughout the racing season. Conference Omnium rules may dictate that only a chosen subset of points will count towards final standings. (Default: Best scores from $(\#_{Races}/2)$ rounding down) races plus conference championship points)

5.4.10. If there is a tie in final Individual/Male or Female Club Omnium points, the individual/male or female club with the better placing at conference championship will be ranked higher in final Omnium.

5.4.11. If there is a tie in the Combined Club Omnium at the end of the season, then the team with the higher combined score of their top male and female at the championship race will be ranked higher in final Omnium. If the tie continues you will then compare the combined scores of the second ranked male and female in the championship race. If the tie persists you will continue this process down to the 4th placed male and female athletes.

5.4.12. Conference Commissioners will compile and certify the final Individual and Club Omnium Standings 2 weeks prior to the date of Collegiate Club Nationals.

5.4.13. Collegiate Club Nationals will not factor into Conference Omnium standings.

5.5. Collegiate Club National Championship Eligibility

5.5.1. To race at Collegiate Club Nationals, clubs must fulfill the club requirements of Section 3.5 and their athletes must meet the athlete eligibility requirements of Section 3.6 on the day of the championship event.

- 5.5.2. A club or their designated Club Rep must provide proof of eligibility (student ID and transcript, letter from the Office of the Registrar, etc.) for all student-athletes racing in the Collegiate Club National Championships for that school.
- 5.5.3. Unless granted an exemption from their respective Conference Commissioner, athletes must compete in one Conference Event in the season before racing Nationals.
 - 5.5.3.1. Athletes participating in a study abroad program and unable to compete in the minimum conference race (1) requirement must submit a program transcript for confirmation of program participation. This must be submitted to the conference commissioner and passed by the Collegiate Committee as an exemption for Collegiate Club National Championship eligibility.

5.6. The **Collegiate Club National Championships** will consist of the following events:

5.6.1. Draft-Legal Sprint

- 5.6.1.1. Sprint to Olympic distance draft-legal event (750-1500 meter swim / 20-40km bike / 5-10km run)
- 5.6.1.2. Maximum of 2 men and 2 women entrants per Club.
- 5.6.1.3. Conducted in accordance with USAT competitive rules for draft-legal events
- 5.6.1.4. Athletes must race on compliant road bicycles for draft-legal events as outlined in USAT rules

5.6.2. Olympic

- 5.6.2.1. Olympic distance non-drafting triathlon with multiple waves.
- 5.6.2.2. No maximum number of entrants per Club if transition area space permits.
- 5.6.2.3. Conducted in accordance with USAT competitive rules for non-elite events.
- 5.6.2.4. Athletes must race on a traditional road or triathlon bicycle. Mountain bikes, hybrids and cruisers are not permitted.

5.6.3. Mixed Team Relay

- 5.6.3.1. Draft-legal team relay event where each competitor in a club of 2 men and 2 women completes a (250-300 meter swim / 5-8km bike / 1.5-2km run) triathlon then tags clubmate.
- 5.6.3.2. Maximum of 2 relay clubs per Collegiate Club.
- 5.6.3.3. Conducted in accordance with USAT competitive rules for draft-legal club relay events.
- 5.6.3.4. Athletes must race on compliant road bicycles for draft-legal triathlon as outlined in USAT rules

5.6.4. Paratriathlon Open

- 5.6.4.1. The event location and course availability will dictate whether a Paratriathlon Open wave can be safely offered. All best attempts will be made to have this option available.

5.7. **Draft-Legal Sprint Qualification**

- 5.7.1. Men/Women Conference Size is defined as the number of clubs from that conference that competed in the previous year's Collegiate Club Nationals with four (4) Olympic finishers.
- 5.7.2. Allocation of starting spots is handled separately for the Men's and Women's event depending on the respective Men's and Women's conference size and Omnium.

- 5.7.3. Where applicable, fractional allocations are rounded to the nearest whole number.
- 5.7.4. Placement into the Collegiate Draft-Legal race is awarded to Clubs through qualification in conference competition.
- 5.7.4.1. Each conference is allocated a percentage of Collegiate Draft-Legal starting spots proportionally according to Men/Women Conference Size.
- 5.7.4.2. For a conference allocated N_{DL} spots, the top N_{DL} athletes in the conference Men/Women Individual Omnium Standings will earn their club a Collegiate Draft-Legal spot.
- 5.7.4.3. Clubs can earn a maximum of 2 spots, so if necessary, spots will roll down to the next best placed athletes. Should there be remaining starting spots left to fill the field; clubs will be granted an exception to exceed 2 per gender based on conference standings. A wait list will be maintained by the Collegiate Committee for allocation of remaining starting spots.
- 5.7.4.4. Clubs are not required to grant a spot to the athlete that actually earned the spot and may develop their own selection criteria.
- 5.7.5. Any current USAT elite athlete may request, at the discretion of the Collegiate Committee Chair, placement into the Collegiate Draft-Legal race if their club hasn't otherwise been awarded Collegiate Draft-Legal spots.
- 5.7.6. Conferences who do not plan on using their entire allocation for the race may return their spots to be re-allocated at the discretion of the Collegiate Committee Chair.
- 5.8. Olympic Wave Seeding**
- 5.8.1. Athletes competing in the Olympic race will be seeded in waves according to rankings provided by their Club to their respective commissioners by the earlier of two weeks from their Conference Championship or one week prior to the start of Collegiate Club Nationals.
- 5.8.2. Men/Women Conference Size is defined as the number of clubs from that conference that competed in the previous year's Collegiate Nationals with four (4) Olympic finishers.
- 5.8.3. Allocation of Wave 1 spots is handled separately for the Men's and Women's event depending on the respective Men's and Women's conference size and Omnium.
- 5.8.4. Where applicable, fractional allocations are rounded to the nearest whole number.
- 5.8.5. 80% of Wave 1 slots are awarded through qualification in conference competition.
- 5.8.5.1. Each conference is allocated a percentage of Men/Women Wave 1 starting spots proportionally according to Men/Women Conference Size.
- 5.8.5.2. For a conference allocated N_{W1} spots, the top ($N_{W1} * 0.4$) clubs in the conference Men/Women Club Omnium Standings will earn (2) Wave 1 spots.
- 5.8.5.3. A conference's remaining Wave 1 spots are awarded to the top athletes in the conference Men/Women Individual Omnium Standings, excluding the top (2) athletes from a club that has already earned allocation through Club Omnium, will earn their club a Wave 1 spot.
- 5.8.5.4. Clubs can earn a maximum of 4 Wave 1 spots through Omnium scoring qualification (Additional spots may be given via Rule 5.8.6.), so if necessary, spots will roll down to the next best placed athletes in Individual Omnium.
- 5.8.5.5. Clubs are not required to grant a Wave 1 spot to the athlete that actually earned the spot and may develop their own selection criteria.

- 5.8.6. 20% of Wave 1 slots are awarded through a national at-large pool
- 5.8.6.1. To be assigned to athletes not awarded a conference Wave 1 slot and will be based on finishing place at the previous year's Collegiate Club Nationals.
- 5.8.6.2. These slots are assigned in addition to the max of 4 athletes in rule 5.8.5.4. And there shall be no restriction on slots assigned to a single team.
- 5.8.7. Any current USAT elite athlete may request, at the discretion of the Collegiate Committee Chair, placement into Wave 1 if they have not otherwise been awarded Wave 1 spots.

5.9. Mixed Team Relay Qualification

- 5.9.1. Overall Conference Size is defined as the number of clubs from that conference that competed in the previous year's Collegiate Club Nationals with four (4) Olympic finishers.
- 5.9.2. Placement into the Collegiate Club Relay race is awarded to Clubs through qualification in conference competition.
- 5.9.2.1. Each conference is allocated a percentage of Collegiate Club Relay starting spots proportionally according to Overall Conference Size.
- 5.9.2.2. For a conference allocated N_{TR} spots, the top N_{TR} clubs in the conference Overall Club Omnium Standings will earn a Collegiate Club Relay Spot.
- 5.9.2.3. Relay clubs consist of 2 men and 2 women from the same Collegiate Club.
- 5.9.2.4. Clubs can have a max of 2 MTR teams.
- 5.9.2.5. Clubs are not required to grant spots on the relay club to the athletes that actually earned the spots and may develop their own selection criteria.
- 5.9.3. Conferences who do not plan on using their entire allocation for the race may return their spots to be re-allocated at the discretion of the Collegiate Committee Chair.

5.10. Summary of Qualification Criteria

Race	Criteria	Selection
Draft-Legal Sprint	Men/Women Individual Omnium	<ul style="list-style-type: none"> • Top Individuals • Max 2 per club
Olympic Wave 1	Men/Women Club Omnium & Men/Women Individual Omnium	<ul style="list-style-type: none"> • 80% of Spots to top Clubs • 20% of Spots to top Individuals
Mixed Team Relay	Overall Club Omnium	<ul style="list-style-type: none"> • Top Clubs • Max 2 Teams per Club

5.11. Collegiate Club Nationals Scoring

- 5.11.1. Finishers in the Olympic race will earn points on a linear scale depending on their official place in the race according to the following formula $Points = 501 - Place$ with a minimum score of 1 for any finisher. Racers that do not finish will not earn points. To encourage high participation, there is an unlimited number of athletes that can be used for displacement.

Place	Points
-------	--------

1st	500
2nd	499
3rd	498
10th	491
500th	1
501st	1

5.11.2. Finishers in the Collegiate Draft Legal race will earn points on a linear scale depending on their official place in the race according to the following formula $Points = 250 - (5 * Place)$ with a minimum score of 5 for any finisher. Racers that do not finish, including being lapped out on the bike course, will not earn points.

Place	Points
1st	250
2nd	245
3rd	240
10th	205
50th	5
51st	5

5.11.3. The scoring of the women’s and men’s races will be separate, so both the first placed woman and the first placed man will earn 1st place points.

5.11.4. The MTR will not be a scored event.

5.12. Collegiate Club Nationals Individual Awards

5.12.1. Top 3 Male & Female finishers in the Collegiate Draft Legal race will honored at awards ceremony.

5.12.2. Top 10 Male & Female finishers in the Collegiate Olympic race will honored at awards ceremony.

5.12.3. Collegiate Combined Champion Male & Female will be determined by adding up points from the Collegiate Draft Legal and Olympic races. In case of a tie, the best placed finisher in the Olympic race will win.

5.12.4. The Top Male and Female swim split, bike split, run split, and combined transition split will be honored at the award ceremony.

5.12.5. The top Para Athlete in the Olympic Distance race will be honored at the award ceremony.

5.13. Collegiate Club Nationals Club Awards

5.13.1. Women’s Club Score will be determined by adding the top scores from up to (4) four finishers from the Olympic Non-Draft and the top (1) one finisher from the Draft-Legal race. The highest Women’s Club score will win the Women’s Club Competition. In case of a points tie, the club with the best-placed female finisher in the Olympic race will win. Top 5 clubs will be honored at the awards ceremony.

5.13.2. Men’s Club Score will be determined by adding the top scores from up to (4) four finishers from the Olympic Non-Draft and the top (1) one finisher from the

- Draft-Legal race. The highest Men’s Club score will win the Men’s Club Competition. In case of a points tie, the club with the best-placed male finisher in the Olympic race will win. Top 5 clubs will be honored at the awards ceremony.
- 5.13.3. If granted qualification from their conference, athletes may race in both the Olympic and Collegiate Draft Legal race and their scores from both races may be used to construct a Women’s/Men’s Club Score.
- 5.13.4. To encourage clubs to educate their athletes of the USAT competitive rules and prevent excessive drafting at the national championship, if the top (7) Women/Men finishers from their club in the Olympic race are assessed (3) or more drafting and/or blocking penalties, their respective Women’s/Men’s Club Score will be assessed an additional (-500) point penalty. Although only the top 4 score, we go 7 deep to prevent athletes 5-7 from taking turns pulling their top 4, and dissuade intentionally dropping out of the top 4 if you are assessed a penalty.
- 5.13.5. Overall Club Score will be determined by adding the Women’s Club Score with the Men’s Club Score. In case of a points tie, the club with the most points from their 1st placed male & female combined will win. If still tied, the combined scores of the progressively lower ranked (2nd then 3rd...) placed male & female will be used. Top 5 clubs will be honored at the awards ceremony.
- 5.13.6. Top 3 finishers from the Mixed Team Relay race will be honored at awards ceremony but will not factor into the Overall Club Score.
- 5.13.7. The top Combined Team in the Armed Forces category will be honored at the awards ceremony.

5.14. Summary of Collegiate Club Nationals Awards

Race	Award	Calculation
Draft Legal Sprint	Top 3 Individual (Male and Female)	Finishing Place
Olympic	Top 10 Individuals (Male and Female)	Finishing Place
Combined Champion	Top 1 Individual (Male and Female)	Summation of Olympic and Draft Legal points
Men’s Club	Top 5 Clubs	Top 4 points from Olympic and Top 1 points from Collegiate Draft Legal
Women’s Club	Top 5 Clubs	Top 4 points from Olympic and Top 1 points from Collegiate Draft Legal
Overall Club	Top 5 Clubs	Summation of Male and Female Club Scores
Mixed Team Relay	Top 3 Clubs	Finishing Place
Armed Forces	Top 1 Combined Team	Summation of Male and Female Club Scores
Individual Splits	Top 1 Individual in Swim, Bike, Run, Combined Transition Time	Fastest Male and Female Split in Each

**Para Olympic
Champion**

**Top 3 Individuals
(Male and Female)**

Finishing Place

USA TRIATHLON

SAFE SPORT POLICY HANDBOOK

Recognizing, Reducing and Responding to Misconduct in Sport

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INTRODUCTION

Triathlon encourages a healthy lifestyle and builds self-confidence. Through triathlon, many people have experienced transformative fitness gains.

Unfortunately, sport, including triathlon, can also be a high-risk environment for misconduct. All forms of misconduct are intolerable and in direct conflict with USA Triathlon ideals.

There are six primary types of misconduct covered in this Safe Sport Policy Handbook for the purpose of athlete protection:

- Sexual Misconduct
- Physical Misconduct
- Emotional Misconduct
- Bullying
- Harassment
- Hazing

Misconduct may damage an athlete's psychological well-being. Athletes who have been mistreated may experience social embarrassment, emotional turmoil, psychological scars, and loss of self-esteem, and their relationships with family and friends can be negatively affected. Misconduct often hurts an athlete's competitive performance and may cause him or her to drop out of sport entirely.

Any inquiries about the policies contained in this Safe Sport Policy Handbook should be directed to the USA Triathlon Coach Development Senior Manager~~Senior Governance Affairs and Human Resources Manager~~.

DEFINITIONS

This section defines key words and concepts used throughout this Safe Sport Policy Handbook. The definitions set forth are intended to be universal in nature; however, some definitions vary by state. For example, the legal definition of “child abuse” is determined by each individual state. Guidelines concerning specific states may be found by visiting the Child Welfare Information Gateway www.childwelfare.gov.

Athlete:

- Any competitor or participant that competes or participates in any USA Triathlon licensed competition or USA Triathlon sanctioned event.

Child, children, minor and youth:

- Anyone under the age of 18. Here, “child,” “children,” “minor” and “youth” are used interchangeably.

Coach

- Any adult that has or shares the responsibility for instructing, teaching, training, or advising an athlete in the context of triathlon.

Misconduct:

- Conduct which results in harm, the potential for harm or the imminent threat of harm. Age is irrelevant to misconduct. There are six primary types of misconduct in sport: sexual misconduct, physical misconduct, emotional misconduct, harassment, hazing, and bullying.

USA Triathlon Designee:

- USA Triathlon staff, USA Triathlon Licensed Officials, USA Triathlon Board Members, and any individual that USA Triathlon formally authorizes, approves or appoints (a) to a position of authority over, or (b) to have frequent contact with any athlete, including coaches.

POLICY 1: TRAINING AND EDUCATION

All USA Triathlon Designees must successfully complete awareness training concerning misconduct in sport. Misconduct in sport includes:

- Sexual Misconduct
- Physical Misconduct
- Emotional Misconduct
- Bullying
- Harassment
- Hazing

The training provides a basic understanding of the six types of misconduct.

USA Triathlon Designees are required to successfully complete a USA Triathlon -approved awareness program every two years.

POLICY 2:

CRIMINAL BACKGROUND CHECK

All USA Triathlon Designees shall undergo a criminal background check that complies with the Fair Credit Reporting Act. Through this criminal background check, USA Triathlon will utilize reasonable efforts to ascertain past criminal history. The USA Triathlon Criminal Background Check policy assists USA Triathlon in promoting the safety and welfare of athletes.

PROCESS

The Criminal Background Check Consent and Waiver Release form must be submitted to USA Triathlon's criminal background check vendor and every USA Triathlon Designee must be cleared before he or she may perform services for USA Triathlon. Upon receipt of the Criminal Background Check Consent and Waiver Release form from a USA Triathlon Designee or prospective USA Triathlon Designee, USA Triathlon will request that its vendor perform the criminal background check. As part of its criminal background check, USA Triathlon will:

- (1) verify a person's identification against his or her social security number or other personal identifier;
- (2) perform a national criminal record search; and
- (3) perform a national sexual offender registries search.

POTENTIALLY DISQUALIFYING INFORMATION

Criminal History

USA Triathlon will use a criminal background check vendor to gather information about each USA Triathlon Designee and prospective USA Triathlon Designee's prior criminal history. The information revealed by the criminal background check may disqualify an individual from serving as a USA Triathlon Designee. Any conviction, guilty plea, plea of no contest, deferred sentence, deferred adjudication or similar disposition of any of the following will result in disqualification:

1. Felony Crimes.¹
 - a. Any felony crime involving violence against a person regardless of the amount of time since the offense.
 - b. Any felony crime of a sexual nature or classified as a sex offense regardless of the amount of time since the offense.
 - c. Any other felony crime within the past ten (10) years.
 - d. Any pending felony charge.
 - e. If a felony crime charge is pled down and the crime for which the defendant ultimately was convicted is not a felony as defined above, then it is not a felony for purposes of this policy.

¹ A felony crime is any crime punishable by greater than one year in jail or prison (whether or not a sentence greater than one year in prison or jail is imposed), regardless of how characterized by a jurisdiction. This includes crimes punished by a range, alternate sentencing, or indeterminate sentencing, where the outer range is greater than one year.

2. Misdemeanor Crimes.²

- a. Any misdemeanor crime involving violence against a person ~~within the past seven (7) years.~~
- b. Any misdemeanor crime of a sexual nature or classified as a sex offense including but not limited to crimes of a sexual nature such as prostitution, pornography, indecent exposure, and crimes in which sexual relations is an element regardless of the amount of time since the offense.
- c. Any two or more misdemeanor crimes involving controlled substances and/or alcohol within the past seven (7) years.
- d. Any other misdemeanor crime involving harm to a minor ~~within the past seven (7) years.~~

Criminal offenses include “Attempted Crimes” in the above classifications.

Pending Court Cases

No decision will be made on a USA Triathlon Designee’s or prospective USA Triathlon Designee’s eligibility if he or she has a pending court case for any of the potentially disqualifying offenses until the pending case concludes. If, however, during the case’s pendency, USA Triathlon undertakes an independent investigation and conducts a hearing, any determination may be used to disqualify the USA Triathlon Designee or prospective USA Triathlon Designee.

Full Disclosure

Each USA Triathlon Designee and prospective USA Triathlon Designee has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting an arrest, plea or conviction history is grounds for USA Triathlon Designee status revocation or restriction, regardless of when the offense is discovered. USA Triathlon Designees need not disclose arrests in which charges were not filed, charges were dismissed or the USA Triathlon Designee was acquitted; however, USA Triathlon Designees are required to disclose “non-convictions” involving deferred sentences, deferred adjudications or other similar dispositions.

- If a prospective USA Triathlon Designee (1) is arrested, (2) enters a guilty plea or (3) is convicted of a crime other than a traffic offense during the application process, he is required to disclose such information immediately.
- USA Triathlon Designees have the ongoing duty to disclose criminal history. In the event a USA Triathlon Designee (1) is arrested, (2) enters a guilty plea or (3) is convicted of a criminal offense other than a traffic offense, he or she has an affirmative duty to disclose such information immediately to the USA Triathlon Senior Governance Affairs and Human Resources Manager.
- Any USA Triathlon Designee or prospective USA Triathlon Designee who has been banned by another sport organization, as temporarily or permanently ineligible, must self-disclose this information immediately. A failure to disclose is a basis for disqualification.

FINDINGS

Notice of findings will be provided to the Senior Governance Affairs and Human Resources Manager by the background screen vendor when it has completed the criminal background check report.

² Misdemeanor crimes exclude civil motor vehicle infractions, violations and the like.

USA Triathlon's criminal background check report will return a "red light" or "green light" finding. A green light finding means that the background check vendor located no records that would disqualify the individual. A green light score, however, is not a certification of safety or permission to bypass/ignore other screening efforts. Other disqualifying factors may exist, and can be revealed through other means.

A red light finding means the criminal background check revealed criminal records which suggest the individual "does not meet the criteria" and is not suitable for USA Triathlon Designee status.

Individuals who are subject to disqualification under a "red light" finding may challenge the accuracy of the reported information reported by the criminal background check vendor.

APPEAL TO CRIMINAL BACKGROUND CHECK VENDOR

Any disqualified individual has the right to dispute the findings of the criminal background check directly with USA Triathlon's approved criminal background check vendor. A disqualified individual may not appeal the automatic disqualification or the results of the findings of the criminal background check vendor to USA Triathlon. USA Triathlon is required by this Criminal Background Check policy to accept the findings of the criminal background check vendor.

Individuals subject to disqualification are excluded from participation as a USA Triathlon Designee and remain subject to further actions by USAT in accordance with the USAT Code of Ethics and Conduct.

EXEMPTION REQUEST TO USA TRIATHLON

Any disqualified individual has the right to seek an exemption from disqualification if his or her disqualifier falls under the misdemeanor crime categories defined in 2.a and 2.b, except in cases in which the victim(s) was a minor or an athlete, or 2.c,- above. No exemption shall be available to disqualified individuals whose disqualifying misdemeanor crime under 2.a or 2.d occurred within the prior two (2) years. The individual shall demonstrate that the conviction or charge does not violate the spirit of safe sport and that he or she poses no risk to the sport.

In order to seek an exemption from disqualification, contact the USA Triathlon Senior Governance Affairs and Human Resources Manager, within thirty (30) days of the disqualification. Exemptions will be considered by a Hearing Panel in accordance with USA Triathlon's Bylaws, as may be amended from time to time.

FREQUENCY OF CRIMINAL BACKGROUND CHECKS

Criminal background checks will be refreshed every two years or as otherwise required by law.

AFFIRMATIVE DUTY TO DISCLOSE

If a USA Triathlon Designee is accused, arrested, indicted or convicted of a criminal offense set out above or other criminal offense against a child, it is the duty and responsibility of the USA Triathlon Designee to immediately disclose this information to the USA Triathlon Senior Governance Affairs and Human Resources Manager. Failure to immediately disclose shall be considered a violation of this policy.

OTHER POTENTIALLY DISQUALIFYING FACTORS

Even if an individual passes a criminal background check, USA Triathlon may determine that an individual may be disqualified and prohibited from USA Triathlon Designee status, subject to an opportunity for a hearing in accordance with USA Triathlon's Bylaws, as may be amended from time to time, if the individual has:

- Been held liable for civil penalties or damages involving sexual or physical abuse of a minor;
- Been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to domestic order or protection;
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse of minors;~~or~~
- Resigned, been terminated or been asked to resign from a position - paid or unpaid - due to complaint(s) of sexual or physical abuse of minors;
- Failed to disclose a criminal offense as required under the Affirmative Duty to Disclose, above; or
- Any criminal history constituting a disqualifier or potential disqualifier from USA Triathlon Designee status under this policy, discovered other than through a routine background check.

REVIEW OF DISQUALIFIERS

USA Triathlon will review its disqualifying factors from time to time or as otherwise required or modified by law.

POLICY 3:

ATHLETE PROTECTION POLICY

COMMITMENT TO SAFETY

Overview

USA Triathlon recognizes that the process for training and motivating athletes will vary with each coach, trainer and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct.

In the event that any USA Triathlon member either (i) observes misconduct as defined in this Safe Sport Policy Handbook or (ii) has reported to him or her allegations of misconduct as defined in this Safe Sport Policy Handbook, it is the personal responsibility of the individual to immediately report this to the USA Triathlon Senior Governance Affairs and Human Resources Manager. The USA Triathlon member should not attempt to evaluate the credibility or validity of the allegations as a condition for reporting to USA Triathlon. When potential criminal behavior has been reported to USA Triathlon, USA Triathlon shall report such allegation(s) to law enforcement authorities. Complaints and allegations will be addressed under the USA Triathlon Enforcement Policy set out below.

Application

This Athlete Protection Policy applies to all USA Triathlon members.

USA Triathlon members shall refrain from and are prohibited from engaging in all forms of prohibited conduct and misconduct, which include:

- Sexual Misconduct
- Physical Misconduct
- Emotional Misconduct
- Bullying
- Harassment
- Hazing

PROHIBITED CONDUCT

Sexual Misconduct

Sexual misconduct is defined as:

- (1) Any touching or non-touching sexual interaction that is (a) nonconsensual or forced, (b) coerced or manipulated, or (c) perpetrated in an aggressive, harassing, exploitative or threatening manner;

- (2) Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative;
- (3) Romantic or sexual relationships, which began during the sport relationship, between athletes or other participants and those individuals (i) with direct supervisory or evaluative control, or (ii) are in a position of power and trust over the athlete or other participant. Except in circumstances where no imbalance of power exists, coaches have this direct supervisory or evaluative control and are in a position of power and trust over those athletes or participants they coach. The prohibition on romantic or sexual relationships does not include those relationships where it can be demonstrated that there is no imbalance of power. For example, this prohibition does not apply to a pre-existing relationship between two spouses or life partners; or
- (4) Any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape).

Note: An imbalance of power is always assumed between a coach and an athlete.

Types of Sexual Misconduct

Types of sexual misconduct include:

- (1) sexual assault,
- (2) sexual harassment,
- (3) sexual abuse, or
- (4) any other sexual intimacies that exploit an athlete. Minors cannot consent to sexual activity with an adult, and all sexual interaction between an adult and a minor is strictly prohibited.

Exceptions

None

Examples

Examples of sexual misconduct prohibited under this Athlete Protection Policy include, without limitation:

- (1) **Touching offenses.** Behaviors that include:
 - (a) fondling an athlete's breasts or buttocks;
 - (b) exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors;
 - (c) genital contact intended to provide sexual gratification;
 - (d) sexual relations or intimacies between persons in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants.

Comment

Authority and Trust. Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed, regardless of age. Accordingly, sexual interaction or intimacies between a coach and an athlete or other participant are prohibited, regardless of age, both during coaching and during that period following coaching if an imbalance in power could jeopardize effective decision-making.

- (2) **Non-touching offenses.** Behaviors that include:
- (a) discussing one's sex life with an athlete;
 - (b) asking an athlete about his or her sex life;
 - (c) requesting or sending a nude or partial-dress photo to an athlete;
 - (d) exposing athletes to pornographic material;
 - (e) sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. "sexting");
 - (f) deliberately or recklessly exposing an athlete to sexual acts;
 - (g) deliberately or recklessly exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared);
 - (h) sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and
 - a. is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this; or
 - b. is sufficiently severe or intense to be harassing to a reasonable person in the context.

Child Sexual Abuse

Child sexual abuse is defined as:

- (1) Any sexual activity with a child. Minors cannot consent to sexual activity with an adult, and any sexual interaction between an adult and a minor is strictly prohibited. This includes sexual contact with a child that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity.

Note concerning peer-to-peer child sexual abuse: Sexual contact between minors also can be abusive. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power and/or intellectual capabilities.

- (2) Any act or conduct described as child sexual abuse under federal or state law.

Exception

None

Examples

Sexually abusive acts may include sexual penetration, sexual touching or non-contact sexual acts such as verbal acts, sexually suggestive electronic or written communications, exposure or voyeurism.

Physical Misconduct

Physical misconduct is defined as:

- (1) Contact or non-contact conduct that results in, or reasonably threatens to, cause physical harm to an athlete or other sport participants
- (2) Any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

Exceptions

Physical misconduct does not include generally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance.

Examples

Examples of physical misconduct prohibited by this Athlete Protection Policy include, without limitation:

- (1) **Contact offenses.** Behaviors that include:
 - (a) punching, beating, biting, striking, choking or slapping an athlete;
 - (b) intentionally hitting an athlete with objects or sporting equipment;
 - (c) providing alcohol to an athlete under the legal drinking age (under U.S. law);
 - (d) providing illegal drugs or non-prescribed medications to any athlete;
 - (e) encouraging or permitting an athlete to return to play pre-maturely following a serious injury (e.g., a concussion) and without the clearance of a medical professional;
 - (f) prescribing dieting or other weight-control methods without regard for the nutritional well-being and health of athlete.
- (2) **Non-contact offenses.** Behaviors that include:
 - (a) isolating an athlete in a confined space (e.g., locking an athlete in a small space);
 - (b) forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface);
 - (c) withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep.

Note: Bullying, harassment and hazing, addressed below, often involve some form of physical misconduct.

Emotional Misconduct

Emotional misconduct is defined as:

- (1) A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behaviors include:
 - a. verbal acts,

- b. physical acts,
- c. acts that deny attention or support.

- (2) Any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. threats, intimidation, stalking).

Exception

Emotional misconduct does not include generally-accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance.

Examples

Examples of emotional misconduct prohibited by this Athlete Protection Policy include, without limitation:

- (1) **Verbal Acts.** (a) A pattern of verbal behaviors that attack an athlete personally in a degrading or belittling manner or (b) repeatedly and excessively yelling at a particular athlete or athletes in a manner that serves no productive training or motivational purpose.
- (2) **Physical Acts.** A pattern of physically aggressive behaviors, such as (a) throwing sport equipment, water bottles or chairs at, or in the presence of, participants; or (b) punching walls, windows or other objects.
- (3) **Acts that Deny Attention and Support.** (a) A pattern of ignoring an athlete for extended periods of time or (b) routinely or arbitrarily excluding participants from practice.

Note: Bullying, harassment, and hazing, addressed below, often involve some form of emotional misconduct.

Bullying

Bullying is defined as:

- (1) An intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete; or
- (2) Any act or conduct described as bullying under federal or state law.

Exceptions

Bullying does not include group or team behaviors that are reasonably designed to (a) establish normative team behaviors, or (b) promote team cohesion.

Examples

Examples of bullying prohibited by this Athlete Protection Policy include, without limitation:

- (1) **Physical behaviors.** Patterns of behavior that include (a) hitting, pushing, punching, beating, biting,

striking, kicking, choking, or slapping an athlete; or (b) throwing at or hitting an athlete with objects such as sporting equipment.

- (2) **Verbal and emotional behaviors.** Patterns of behavior that include (a) teasing, ridiculing, intimidating; (b) spreading rumors or making false statements; or (c) using electronic communications, social media, or other technology to harass, frighten, intimidate or humiliate (i.e., cyber bullying).

Harassment

Harassment is defined as:

- (1) A repeated pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation or annoyance, (b) offend or degrade, (c) create a hostile environment or (d) reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual athlete or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability; or
- (2) Any act or conduct described as harassment under federal or state law.

Exceptions

None

Examples

Examples of harassment prohibited by this Athlete Protection Policy include, without limitation:

- (1) **Physical offenses.** Patterns of behavior that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete or participant; or (b) throwing at or hitting an athlete with objects including sporting equipment.
- (2) **Non-physical offenses.** Patterns of behavior that include (a) making negative or disparaging comments about an athlete's sexual orientation, gender expression, disability, religion, skin color, or ethnic traits; (b) displaying offensive materials, gestures, or symbols; or (c) withholding or reducing playing time to an athlete based on his or her sexual orientation.

Hazing

Hazing is defined as:

- (1) Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group's members; or
- (2) Any act or conduct described as hazing under federal or state law

Exception

Hazing does not include group or team activities that are reasonably designed to (a) establish normative team

behaviors or (b) promote team cohesion.

Examples

Examples of hazing prohibited by this Athlete Protection Policy include, without limitation:

- (1) requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs;
- (2) tying, taping or otherwise physically restraining an athlete;
- (3) sexual simulations or sexual acts of any nature;
- (4) sleep deprivation, otherwise unnecessary schedule disruption or the withholding of water and/or food;
- (5) social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule;
- (6) beating, paddling or other forms of physical assault;
- (7) excessive training requirements focused on individuals on a team.

Comment: Activities that fit the definition of hazing are considered to be hazing regardless of an athlete's willingness to cooperate or participate.

WILLFULLY TOLERATING MISCONDUCT

It is a violation of this Athlete Protection Policy if a USA Triathlon member knows of misconduct in violation of this Policy, but fails to report such misconduct to the USA Triathlon Senior Governance Affairs and Human Resources Manager.

VIOLATIONS

Violations of the Athlete Protection Policy shall be reported pursuant to the Reporting Policy and will be subject to penalties by the USA Triathlon Board of Hearings and Appeals.

POLICY 4: REPORTING

USA Triathlon members shall report any misconduct as defined in USA Triathlon Athlete Protection Policy or this Safe Sport Policy Handbook that he or she observes or that has been reported to him or her to the USA Triathlon Senior Governance Affairs and Human Resources Manager, in addition to law enforcement as required by any state or federal reporting requirements.

“Whistleblower” Protection

Regardless of whether the allegation(s) is proven, USA Triathlon will support the complainant(s) and his or her right to express concerns in good faith. USA Triathlon will not encourage, allow or tolerate attempts from any individual to retaliate, punish or in any way harm any individual(s) who reports a concern in good faith. Such actions against a complainant may be grounds for disciplinary action.

Bad-Faith Allegations

Submitting a knowingly false allegation is prohibited and may violate state criminal law and civil defamation laws. Such reports will be considered a violation of USA Triathlon Safe Sport Policy Handbook and may be subject to penalty by USA Triathlon’s Board of Hearings and Appeals.

Additional Considerations Regarding Reporting Sexual Misconduct

Grooming

Because sexual abusers often “groom” children for abuse – the process used by offenders to select a child, to win the child’s trust (and the trust of the child’s parent or guardian), to manipulate the child into sexual activity and to keep the child from disclosing abuse – it is possible that a USA Triathlon member may witness behavior intended to groom a child for sexual abuse. All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to the USA Triathlon Senior Governance Affairs and Human Resources Manager.

Peer-to-Peer Sexual Abuse

Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Whether or not a sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities. If you have any concerns that an interaction between children may constitute sexual abuse, report it to the USA Triathlon Senior Governance Affairs and Human Resources Manager.

REPORTING PROCEDURE

To Whom to Report

All reports must go to the USA Triathlon Senior Governance Affairs and Human Resources Manager. In some cases state and federal law imposes a duty to report any allegation of child physical or sexual abuse to relevant law enforcement authorities.

How to Report

USA Triathlon will take a report in the way that is most comfortable for the person initiating a report including an anonymous, in-person, verbal or written report. Regardless of the method of reporting, it is helpful to USA Triathlon to get the following information: (1) the name of the complainant(s); (2) the type of misconduct alleged; (3) the name(s) of the alleged victim(s); and (4) the name(s) of the individual(s) alleged to have committed the misconduct.

Individuals may complete an Incident Report Form. Information on this form will include:

- 1) the name(s) of the complainant(s)
- 2) the type of misconduct alleged
- 3) the name(s) of the alleged victim(s)
- 4) the name(s) of the individual(s) alleged to have committed the misconduct
- 5) the approximate dates the misconduct was committed
- 6) the names of other individuals who might have information regarding the alleged misconduct
- 7) a summary statement of the reasons to believe that misconduct has occurred

A copy of the USA Triathlon Reporting Form can be found at <https://membership.usatriathlon.org/safesport> to be posted.

CONFIDENTIALITY AND ANONYMOUS REPORTING

Confidentiality

To the extent permitted by law, and as appropriate, USA Triathlon will handle any report it receives confidentially and discretely and will not make public the names of the complaint(s), potential victim(s), or accused perpetrator(s); however, USA Triathlon may disclose such names on a limited basis when conducting an investigation or reporting to law enforcement authorities.

Anonymous Reporting

USA Triathlon recognizes it can be difficult to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. Anonymous reports may be made without the formality of completing an Incident Report Form:

- by completing the Reporting Form without including their name; or
- by expressing concerns verbally to the USA Triathlon Senior Governance Affairs and Human Resources Manager.

Anonymous reporting may make it difficult for USA Triathlon to investigate or properly address allegations.

HOW REPORTS ARE HANDLED

Suspensions or Allegations of Child Physical or Sexual Abuse

Reporting to Law Enforcement and/or Child Protective Services

USA Triathlon reports all allegations of child physical or sexual abuse to law enforcement authorities. USA Triathlon does not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to appropriate law enforcement authorities. As necessary, however, USA Triathlon may ask a few clarifying questions of the person making the report to adequately report the suspicion or allegation to law enforcement authorities.

* For mandatory reporting laws, visit www.childwelfare.gov.

Misconduct and Policy Violations

USA Triathlon addresses alleged Safe Sport Policy Handbook violations and misconduct, including Athlete Protection Policy violations, that are not reportable, punishable, and/or prosecuted under relevant state or federal law.

USA Triathlon may also investigate allegations of child physical or sexual abuse that are reportable, if such investigation does not interfere with any ongoing criminal investigation or prosecution for abuse. Such allegations may include:

- Abuse reported outside the relevant statutes of limitation
- Allegations of abuse that were reported to authorities, but: (a) legal authorities did not press criminal charges; or (b) criminal charges were filed, but not pursued to trial.

INVESTIGATION

Following USA Triathlon's receipt of an allegation of Safe Sport Policy violations or misconduct, including Athlete Protection Policy violations, USA Triathlon may investigate the allegation.

NOTIFICATION

Following USA Triathlon's receipt of a credible allegation involving Safe Sport-related misconduct, USA Triathlon may consider the circumstances in which it will notify other parents of athletes with whom the accused individual may have had contact. In USA Triathlon's discretion, and as appropriate, USA Triathlon may notify relevant staff members, contractors, volunteers, parents, and/or athletes of any such allegation that (1) law enforcement authorities are actively investigating; or (2) that USA Triathlon is investigating. Advising others of an allegation may lead to additional reports of child physical or sexual abuse and other misconduct.

POLICY 5

ENFORCEMENT

ENFORCEMENT

The enforcement of the policies contained in this Safe Sport Policy Handbook fall under the jurisdiction of the USA Triathlon Board of Hearings and Appeals. As such, Article XV of the USA Triathlon Bylaws govern the enforcement phase and set forth the penalties that may be imposed for any violation of this Safe Sport Policy Handbook, subject to any departures deemed reasonable and necessary by the Board of Hearings and Appeals.

Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse under the jurisdiction of the USA Triathlon Board of Hearings and Appeals.