



U.S. OLYMPIC & PARALYMPIC
TRAINING CENTER
COLORADO SPRINGS



U.S. OLYMPIC & PARALYMPIC
TRAINING CENTER
LAKE PLACID

OPTC HANDBOOK

An interactive guide
to living and training
at the U.S. Olympic
& Paralympic
Training Centers



The United States Olympic & Paralympic Committee is committed to providing a safe environment for every guest who lives and trains at any of our training center facilities. This handbook applies to the OPTCs in Colorado Springs, Colorado and Lake Placid, New York, and will cover policies, procedures, and services that best help to create a culture of safety and support for individuals as they pursue their athletic goals and represent Team USA.

HANDBOOK USER GUIDE - INTERACTIVE PDF

This document is interactive, allowing you to move through content in a way that allows you to access the information you need quickly.

This document also works traditionally, so you are able to view content page-by-page, and it is print-ready.

Please use the guide below to navigate the interactive features.

[SECTION TITLE]

[Table of Contents](#)

On any page of the Playbook, you can return to the Table of Contents by clicking the shortcut in the top-right corner.



A screenshot of a dark blue 'TABLE OF CONTENTS' menu. The menu lists various sections with some items highlighted in light blue. The items listed are: Signs and Symptoms, Preventing the Spread, Physical Distancing Protocols, Cloth Face Coverings, Travel, Self-Quarantine, Contractor & Delivery Protocols, Environmental Cleaning, Infection Prevention Recommendations, Signs & Symptoms of COVID-19, Self-Monitoring Instructions, COVID-19 Screening Procedures, FAQs, and Resources.

On some section pages, key content is linked to corresponding sections or appendices, allowing you to jump directly to content you need within that section.

Example of how a link will look.

Supplemental documents and links will be indicated by bold red font.

TABLE OF CONTENTS

DEFINITION OF OPTC SERVICES	4	SAFETY PROCEDURES	34-38
CODE OF CONDUCT	6-10	SAFETY & SECURITY INFORMATION	35
DISCIPLINARY REVIEW	11-18	FIRE SAFETY PROCEDURES	37
LEVELS OF DISCIPLINARY ACTION	12	MINICIPAL FIRE CODE	37
GRIEVANCE PROCEDURES	15	FIRE DRILLS	37
ATHLETE SAFETY	19-27	SEVERE WEATHER	38
SAFESPORT TRAINING	21	SERVICES AVAILABLE TO INDIVIDUALS RESIDING ON CAMPUS	39-46
BACKGROUND CHECKS	21	FRONT DESK REGISTRATION	40
MINORS	22	HOUSEKEEPING	42
USOPC TRAINING CENTER ACCESS PROTOCOL	23	LAUNDRY	43
USOPC HEARING	25	MAIL	45
POLICIES AND PROCEDURES	28-33	COMMUNITY LIVING STANDARDS	47-48
GUEST POLICY	29	DINING SERVICES	49-51
MOTHERHOOD POLICY	29	KEY CONTACTS	52-53
SERVICE ANIMALS: RULES & HANDLER OBLIGATIONS	30	SPORT MEDICINE & SPORT PERFORMANCE	54-57
HOVER BOARD, BICYCLE, ROLLER-SKATES/BLADES, AND SKATEBOARD POLICY	32	ATHLETE HEALTHCARE	56
SHUTTLE RESERVATION POLICY	33	MENTAL HEALTH	56
		RESIDENT ATHLETES	58-60
		RENTERS INSURANCE	59
		HOUSEKEEPING	60
		DINING	60

DEFINITION OF OPTC USE TYPES



ON-SITE USER

*An *On-Site User* is defined as a guest who stays at the OPTC in a dorm room. On-site includes housing, full access to the dining room (meals), and based on program approval, access to training facilities/venues (gyms, push track, strength and conditioning, medical services, and sport performance services).

OFF-SITE USER

An *Off-Site User* is defined as a guest who stays offsite (no OPTC housing in the dorms), but has full access to the dining room (meals), and based on program approval, access to training facilities/venues (gyms, push track, strength and conditioning, medical services, and sport performance services).

FACILITY USER

A *Facility User* is defined as a guest who has access to their training area only (i.e. gyms, push track). Housing, meal access, strength & conditioning, medical and/or sport performance services are not included with this status, unless specially requested by the NGB and approved by Sport Performance.

ON-SITE RESIDENT ATHLETES

*An *On-site Resident Athlete* is defined as a guest who has been approved by USOPC Sport Performance, after NGB recommendation, to live and train at the OPTC for a full one (1) year at a time. Resident athletes receive housing, full access to the dining room (meals), and based on program approval, access to training facilities/venues (gyms, push track, strength and conditioning, medical services, and sport performance services).

Lake Placid – Resident Athlete program begins July 1st

Colorado Springs – Resident Athlete program begins January 1st

OFF-SITE RESIDENT ATHLETES (MEAL CARD USER)

An *Off-Site Resident Athlete* is defined as a guest who lives offsite, but has been approved by Sport Performance, after NGB recommendation, to receive full access to the dining room (meals), and based on program approval, access to training facilities/venues (gyms, push track, strength and conditioning, medical services, and sport performance services) for a full one (1) year at a time. This service coincides with the *Resident Athlete* program.

For all use types, please note: Sport Performance services, including medical coverage, clinic access, and strength and conditioning use must all be approved by Sport Performance prior to the start of training.

*See pg. 38 for [Services Available to On-Site Users and Resident Athletes](#)

*See pg. 56 for further [Resident Athlete](#) information

CODE OF CONDUCT



OPTC CODE OF CONDUCT

The United States Olympic and Paralympic Committee (USOPC) endeavors to provide a safe environment for all athletes and other individuals at the United States Olympic and Paralympic Training Centers. Each individual who registers to reside, train, participate, or compete on a United States Olympic and Paralympic Training Center (OPTC) shall comply with the disclosure requirements as set forth in the OPTC Code of Conduct (see below).

Additionally, it is a privilege, not a right, for any person to access and/or train at the United States Olympic and Paralympic Training Center.*

All users consent to abide by the below described guidelines and protocols for athletes, coaches, and guests of the OPTC.

- The transportation, possession or unauthorized use of alcoholic beverages or containers (empty or full) that contains alcoholic beverages on the premises is prohibited.
- Tobacco in the form of cigarettes is only allowed in designated smoking areas only and chewing tobacco may not be used indoors in common areas. Tobacco may be stored in dormitories.
- Marijuana and marijuana paraphernalia in any form are not permitted in the OPTC dormitories or facilities. This includes the use of vaping and/or e-cigarettes, which are not allowed in the dormitories or on the OPTC grounds.
- The transportation, possession or unauthorized use of illegal drugs, drug paraphernalia, and/or prohibited substances as defined by the World Anti-Doping Agency (WADA) on the premises is prohibited.
- Visitors/unregistered guests are prohibited in the dormitory areas or on the premises between 11:00 PM and 7:00 AM daily.
- When on-site, visitors must be accompanied by the registered athlete/guest at all times.
- Be familiar with and adhere to the U.S. Center for SafeSport's SafeSport Code, the USOPC Athlete Safety Policy, the Minor Athlete Abuse Prevention Policies, the USOPC Background Check Policy & Procedures, collectively referred to as "Athlete Safety Policies," available at www.teamusa.org/team-usa-athlete-services/safe-sport.

*Athletes may access OPTC facilities if the OPTC is hosting a protected competition and restrictions may be imposed.

- User is responsible for any guest while they are on complex and must ensure their guest(s) comply with the OPTC Code of Conduct.
- Visitors must adhere to USOPC policy while on-site. These include:
 - No weapons of any type are allowed on-site.
 - Alcohol, illegal narcotics and drugs, smoking, electronic cigarettes and vapor pens are prohibited.
- Quiet hours are from 10:00 PM – 7:00 AM daily.
- Users must keep their ID card on them at all time.
- Scanning an ID card by an unauthorized person(s) for any reason is prohibited. This includes passing cards to access the dining hall and acquiring to-go meals for persons who do not have meal access.
- Any physical damage to a facility or loss of items from a dormitory room (e.g., blankets, lamps, etc.) will be charged to the NGB assigned to the room in which the damage or loss occurs.
- Space heaters, electric frying pans, toaster ovens, microwaves, hot plates, portable grills or any appliance or equipment rated above 6 amps and/or 750 watts are strictly prohibited in the dormitories.
 - If you need additional outlets, a multiple outlet strip is required. Extension cords and plug-in adapters are not acceptable.
- Candles, incense, or any other type of open flame items are prohibited in the dormitories.
- Weapons, such as guns, knives, swords, etc. are prohibited at the OPTC and should not be transported on complex or stored in dormitories. This includes weapons for individuals who have a conceal carry permit.
- Tactical sports equipment (e.g. firearms, ammunition, archery arrows, and bows) are allowed at the OPTC, but must be stored in the appropriate location for each OPTC. Oversized sport equipment (including bikes and skeleton sleds) may be stored in the dormitory, but must be approved by OPTC staff and remain clear of dormitory exit pathways. Sled and runner work is NOT allowed in dormitory, and must take place in appropriate work rooms. Proper storage of oversized equipment in the basement of building 10 (Colorado Springs) and the bike storage room (Lake Placid) is strongly encouraged.
- The dormitory hallways must remain clear of debris at all times. No athlete may store bicycles, furniture or other items in the hallways. If you require bicycle storage, or need an item of furniture removed, please contact the Front Desk at x4444 (Colorado Springs) or x2600 (Lake Placid).

- Animals are strictly prohibited in the dorms and on-site apart from service animals at both training centers, and all service animals must be reported upon check-in. One fish aquarium per residence room (in Colorado Springs – only buildings 8, 10, and 83) with a tank limit of 35 gallons is permitted with prior approval by OPTC Operations. Fish are the ONLY creatures permitted in the aquarium.
- All personal items held in Bldg. 10 dormitory storage (Colorado Springs) or bike storage room (Lake Placid) must be properly labeled with athlete name, sport & phone contact information, as well as removed immediately upon resident check-out.
- Check-out from the dorms on day of departure is 9:00am. All belongings must be removed from your room prior to 9:00am, but you can keep your access card until after you eat breakfast/lunch. If you have an afternoon flight, you can store your belongings in the luggage room, across from the registration desk in the athlete center (Colorado Springs) or at the front desk (Lake Placid). Ask for access to this room at the front desk. Additional charges will be incurred if rooms are not vacated before 9:00am.
- Prior to checkout, a walkthrough of every resident dorm room must be scheduled with Operations. If not, Operations will conduct a walkthrough within five business days of check out.
- If you would like to keep your ID as a souvenir upon departure, you may do so. However, in order to checkout of your camp/program, you must scan your ID at the front desk before leaving the OPTC.
- The willful disabling of any smoke detector or tampering or interfering in any way with any fire alarm system, including causing a false fire alarm (by pulling the fire alarm handle) will result in immediate dismissal from the Olympic and Paralympic Training Center.
- Any unauthorized use of services and/or facilities at a training center could result in loss of privileges.
- Unacceptable behavior will not be tolerated, including but not limited to, the following:
 - Any act of violation of offenses, as listed in the USOPC Background Check Policy or adjudicated of federal, state, or local laws

CODE OF CONDUCT

RULES FOR SPORT VENUES

Any violation (including [dorm checks](#)) of the COC may result in disciplinary action.


All of the rules and regulations outlined in the Athlete Code of Conduct apply to the CSOPTC & LPOPTC Sports Facilities.

- Your cooperation in NOT taking food or drinks into the training areas is greatly appreciated. Glass containers are not permitted inside the facilities.
- Before scheduled use of the facility, please check in at the facility staff office (Colorado Springs) or the front desk (Lake Placid). All users of the Velodrome (Colorado Springs) MUST sign in BEFORE using the track(s).
- Push Track users (Lake Placid) are required to wear an approved helmet. All athletes must receive proper push training procedures from a coach before using the push track.
- Any scheduling or changes in programs must be coordinated and approved through OPTC Operations.
- Appropriate clothing and shoes are required. Acceptable attire includes: athletic shoes (no sandals, street shoes, or bare feet), shorts or sweatpants, a t-shirt or sweatshirt, or the appropriate uniform. Velodrome users are required to also wear an approved helmet. Please use one of the locker rooms for dressing.
- The program instructor/coach is responsible for the actions of their program and must be with the program at all times. Programs are expected to comply with USOPC policies. Please monitor your actions and language at all times.
- Any person(s) using recording devices or photographic equipment for commercial or promotional considerations must have written approval from the USOPC's office of Communications, and the approval from the host National Governing Body. Any attempt to utilize the facility for the unauthorized photo shoots will not be permitted.


DISCIPLINARY REVIEW



Levels of Disciplinary Action




The examples listed below are not an exhaustive list. There will be an escalation of disciplinary actions based on the number of infractions. Final disciplinary action is determined by the OPTC Director.




Warning – An individual will receive a written documentation in the form of an email that serves as their first warning for minor infractions, including but not limited to:

- Overall messy or cluttered room that prohibits adequate cleaning.
- The possession of candles, incense, or any other type of open flame items, space heaters, electric frying pans, toaster ovens, microwaves, hot plates, portable grills or any appliance or equipment rated above 6 amps and/or 750 watts
- Items stored in the dormitory hallways (bicycles, furniture, or other items), where they are otherwise supposed to remain clear of debris at all times
- Inappropriate storage of tactical sports equipment (e.g. firearms, ammunition, archery arrows, and bows)
- Noise disruption: Quiet hours are from 10:00 PM – 7:00 AM daily.



Probation – If an individual continues to display a consistent pattern of minor infractions, including but not limited to the items listed above, or is found to have engaged in more serious violations, including but not limited to the items listed below, the individual will be placed on probation, which may result in OPTC privileges, such as housing, meal access, or facility access, being revoked for a period of time.



Any physical damage to a facility or loss of items from a dormitory room (e.g., blankets, lamps, etc.) will be charged to the NGB assigned to the room in which the damage or loss occurs.

- Scanning an ID card by an unauthorized person(s) for any reason. This includes passing cards to access the dining hall and acquiring to-go meals for persons who do not have meal access.
- The presence of visitors/unregistered guests in the dormitory areas or on the premises between 11:00 PM and 7:00 AM daily. When on-site, visitors must be accompanied by the registered athlete/guest at all times.
- Any unauthorized use of services and/or facilities at a training center



*If your disciplinary action includes revoking of housing or dining, you are entitled to a [review panel](#).

*The NGB has the ability to discipline an athlete above and beyond any OPTC consequence.

** All Athlete Safety matters will be handled in accordance with [USOPC Athlete Safety Policy](#). USOPC | 12

Levels of Disciplinary Action Continued...

Suspension – If an individual is found to have committed any of the violations listed below, including but not limited to, the individual will be immediately asked to leave and all OPTC services will be revoked for a period of time.

- The transportation, possession or unauthorized use of alcoholic beverages or containers (empty or full) that contains alcoholic beverages on the premises.
- Tobacco in the form of cigarettes is only allowed in designated smoking areas and chewing tobacco may not be used indoors in common areas. Tobacco may be stored in dormitories.
- The presence of marijuana and marijuana paraphernalia in any form in the OPTC dormitories or facilities. This includes the use of vaping and/or e-cigarettes, which are not allowed in the dormitories or on the OPTC grounds.
- The presence, transportation, or storage of weapons, such as guns, knives, swords, etc. at the OPTC. This includes weapons for individuals who have a conceal carry permit.
- The transportation, possession or unauthorized use of illegal drugs, drug paraphernalia, and/or prohibited substances, as defined by World Anti-Doping Agency (WADA) on the premises.
- The willful disabling of any smoke detector or tampering or interfering in any way with any fire alarm system, including causing a false fire alarm (by pulling the fire alarm handle).
- Unacceptable behavior will not be tolerated, including but not limited to, the following:
 - Any act of violation of federal, state, or local laws, or a violation of USOPC policies
 - Gross misconduct
 - Willful destruction of property
- The possession of an animal (s) in the dorms and on-site apart from service animals. All service animals must be reported upon check-in. One fish aquarium per residence room (in Colorado Springs – only buildings 8, 10, and 83) with a tank limit of 35 gallons is permitted with prior approval by OPTC Operations. Fish are the ONLY creatures permitted in the aquarium.

*If your disciplinary action results in suspension of all OPTC services, you are entitled to a review panel.

*The NGB has the ability to discipline an athlete above and beyond any OPTC consequence.

** All Athlete Safety matters will be handled in accordance with [USOPC Athlete Safety Policy](#).

Athletes subject to any of the above consequences shall not be barred from any protected competition (as defined in the USOPC Bylaws) that takes place at the OPTC. Should a protected competition take place at the OPTC, restrictions may be placed on the athlete, such as, but not limited to, locations beyond the venue.

Should the matter fall under the jurisdiction of the U.S. Center for SafeSport or the USOPC's Security & Athlete Safety Office, the criteria above may not apply.

If the conduct of an athlete has been deemed in violation of OPTC rules, a disciplinary review hearing may be held. The Director of the Colorado Springs Olympic Complex or the Director of the Lake Placid Olympic and Paralympic Training Center will chair a panel comprised of, but not restricted to, one or more USOPC staff, the resident coach and/or NGB affiliate of the athlete under review, and an OPTC Dorm Supervisor.

The [Office of the Athlete Ombuds'](#) provides cost-free, independent and confidential advice to elite athletes on all sport-related rules, policies and processes, and to assist in the resolution of athlete concerns and disputes.

OPTC ACCESS – GRIEVANCE PROCEDURES

SECTION 1. OVERVIEW

These Procedures will be followed in disputes concerning a violation of the Olympic & Paralympic Training Center (OPTC) Handbook (including the Code of Conduct) that result in suspended/restricted access at an OPTC or removal from an OPTC. These Procedures are a component of the OPTC handbook and are established to ensure a fair and impartial procedure for the hearing of such disputes and grievances.

SECTION 2. JURISDICTION AND SCOPE

These Procedures apply to any on-site or off-site participant of the OPTC in Colorado Springs or in Lake Placid. An individual who has signed the OPTC paperwork and whose access to the OPTC has been suspended or restricted, or who has been removed from an OPTC may bring forward a dispute.

Any dispute regarding the National Governing Body (NGB) rules or restrictions will be handled through the NGB's grievance process. Any other OPTC issue or dispute, including but not limited to, Athlete Safety matters, background checks, COVID-19 protocols, and other disciplinary actions will not be handled through these Procedures, but addressed through the applicable and relevant policy.

SECTION 3. VIOLATION DETERMINATIONS & REMOVAL

For matters involving an alleged violation of the OPTC Handbook, the respective OPTC Director, or their designee, has the authority to determine whether a violation occurred, the resulting sanction. The sanction will go into effect immediately unless otherwise noted.^[1] Absent any timing of when the sanction will go into effect, it will be implemented immediately. The OPTC staff will provide this determination in writing to the individual.

^[1] In the event that the restriction or removal effects an athlete's opportunity to participate in a protected competition that is held at an OPTC, the sanction will not go into effect until after the athlete has been afforded with an opportunity for a hearing. OPTC sanctions do not extend to determine an athlete's eligibility/membership status, which may be handled by the respective NGB.

In order to support an athlete finding alternate housing, in the case of removal of any on-site long-term/resident athlete, the OPTC staff may provide up to 10 days of housing prior to the athlete vacating the premises depending on the circumstances. Access to other services may be restricted during that time. If there is any threat of harm to the safety and well-being to any individual, the individual who violated the OPTC Handbook will be required to leave immediately.

SECTION 4. INFORMAL RESOLUTION

The respective OPTC Director, or their designees, may work with the individual to informally resolve any dispute. Any agreement to resolve the dispute through informal efforts will be documented and will be final and binding. An individual may be subject to additional consequences if they fail to comply with the informal resolution agreement.

SECTION 5. REQUEST FOR HEARING

In any case where it is found that an individual has violated the OPTC Handbook and they are suspended or restricted from access at an OPTC or are removed from an OPTC (and it cannot be resolved informally), the individual may request a hearing within 72 hours of the OPTC determination . The request for a hearing must be made in writing to the USOPC's Dispute Resolution Unit (DRU) at: dru@usopc.org. In this request, the athlete must provide the determination letter and state a requested timeframe or urgency for a hearing to be conducted.

The respective OPTC Director who made the determination of the violation and sanction will be notified of the request for a hearing and will be given the opportunity to participate in the hearing.

SECTION 6. USOPC DISPUTE RESOLUTION UNIT

If an athlete requests a hearing, the USOPC Dispute Resolution Unit (DRU) will initiate the proceeding.

DRU is responsible for ensuring that all disputes are heard in an expedited, fair and impartial manner. DRU may modify these procedures at any time for the effective administration of complaints taking into consideration any time constraints, while also ensuring fairness to all parties.

An attorney from DRU will serve as an impartial counsel to the Hearing Panel solely to answer questions and provide legal assistance when requested and will not in any way take part in rendering the decision or influencing the Hearing Panel.

SECTION 7. HEARING PANEL COMPOSITION

The Hearing Panel will consist of the following individuals:

- Chief of Paralympics or VP of Sport Performance, or their designee
- Director of Training Center in opposite location
- VP of Security & Athlete Safety, or their designee
- Athlete Representative*
- Athlete Representative*

No individual serving on the review panel will have a direct involvement in the initial OPTC determination. Each Hearing Panel member will remain impartial and free from any bias. As long as a quorum is met (defined as a majority of the panel), the hearing can be held.

**At least 1 Athlete Representatives will meet the 10-year rule in the USOPC Bylaws; the second Athlete Representative may meet either the 10-year rule or 10-year+ rule in the USOPC Bylaws.*

SECTION 8. STANDARD OF REVIEW

The OPTC has the burden of proving, by a preponderance of the evidence standard, whether the individual violated the Code of Conduct. If the Hearing Panel determines that a violation occurred, the Hearing Panel will consider whether the OPTC sanction was a proportionate consequence of the violation found. The Hearing Panel may consider:

- The individual's health, safety, and well-being.
- The health, safety, and well-being of others who are training and/or residing at the OPTC, along with the health and safety of the USOPC staff working at the OPTC.
- The seriousness of the alleged violation; and/or
- Repeated violations.

The hearing panel may adopt the sanction(s) as implemented by the OPTC but is not restricted to that sanction. The review hearing panel may instead determine that another proportionate consequence will be implemented.

SECTION 9. NOTICE OF HEARING

After a request for a review is made, DRU will provide the individual and OPTC staff with a notice of the hearing with the date, time, call-in details, and any other relevant information.

SECTION 10. TIMEFRAME

Unless otherwise agreed to, the USOPC will provide an individual with a hearing within 14 days of a request for a hearing. The individual may request that the matter be expedited in the case of removal from the OPTC and a hearing will be held within two business days.

SECTION 11. CONDUCT OF THE PROCEEDING

The hearing will be held through tele/video conference. The OPTC staff who determined the violation and sanction(s) may present and offer any relevant information. The individual who was alleged to violate the OPTC Handbook will then have an opportunity to present their position to the Hearing Panel, including the ability to submit any relevant evidence. The hearing panel will administer the proceeding and may ask questions of the individual or the OPTC staff at any time.

SECTION 12. REPRESENTATIVE

Any party has the right to be represented at any point, including at the hearing, by an advisor at their own expense. The advisor may be any person, including an attorney.

SECTION 13. DECISION

After a hearing, a determination will be made based on a majority vote of the hearing panel. The hearing panel will issue a written decision and may deliver an interim decision on an expedited basis. This decision will be final and binding.

SECTION 14. ATHLETE OMBUDS

The Office of the Athlete Ombuds is available to provide independent and confidential advice to elite athletes on sport-related rules, policies, and processes and to assist in the resolution of athletes' concerns and disputes, including as it relates to these procedures. Athletes may contact the Office of the Athlete Ombuds at ombudsman@usathlete.org or 719-866-5000 or visit their [website](#) for more information.

ATHLETE SAFETY



USOPC ATHLETE SAFETY



The USOPC is committed to the safety and wellbeing of athletes and participants involved in the U.S. Olympic and Paralympic Movement. As part of this commitment, the USOPC’s policy, prevention, and education efforts aim to create an environment free of emotional, physical and sexual misconduct and abuse, and to ensure effective and prompt action and resolution upon the occurrence of misconduct and/or abuse.

Guests of the OPTC may be deemed a ‘Participant’; and therefore, under the jurisdiction of both the USOPC and the U.S. Center for SafeSport and subject to both organization’s policies and procedures. The applicable policies (the USOPC Athlete Safety Policy, the USOPC Minor Athlete Abuse Prevention Policies, the USOPC’s NGB Athlete Safety Policy, and the U.S. Center for SafeSport’s SafeSport Code for the Olympic and Paralympic Movement) can be found on TeamUSA’s website found here: [Athlete Safety](#). Regardless of Participant status, all individuals are expected to refrain from engaging in Prohibited Conduct as defined in those policies.

In furtherance of those policies, the USOPC requires individuals over the age of 18 who train, reside or work at an OPTC to be compliant with the U.S. Center for SafeSport’s education and training requirements and undergo a background check. Additionally, the USOPC has implemented safeguards specifically aimed at protecting minors.

SafeSport Training: Training will be required as outlined in the USOPC Athlete Safety Policy. Questions regarding utilizing or accessing the U.S. Center for SafeSport’s training portal can be directed to an Operations staff member, who will be available to provide assistance.

- If an individual arrives at the OPTC without having completed the SafeSport training requirement, he or she will be afforded an opportunity to complete the online training course on-site. If an individual fails to complete the online training, the individual will be denied access to the OPTC.
- Notwithstanding the above, international guests staying for less than 14 days will be exempt from the SafeSport Training requirement. In lieu of completing the training, the OPTC will conduct an orientation to welcome the international guest(s) to include appropriate guidelines.

Background Checks: All individuals 18 years of age or older, prior to training, residing or working at an OPTC, must submit to a background search conducted pursuant to USOPC Background Check Policy. The individual must have completed the background screen within the two years preceding admission to train, reside or access the OPTC. If an individual arrives at an OPTC without having completed the background check, the individual will be denied access to the OPTC.

- Any finding of “red light” offenses through a background screen, or through any other means, may result in the individual being denied admission to train, reside or access the OPTC. Such matters will be addressed pursuant to the [USOPC Training Center Access Protocol](#).
- Notwithstanding the above, international guests staying for less than 14 days will be exempt from the background check requirement. In lieu of a background screen, the hosting organization or National Federation will be asked to certify that none of the individuals coming to the OPTC have any “red light” offenses. Further, such guests will be housed in athlete housing that is cordoned off from other guests.

Minors: To create a safe and positive environment for minors, the USOPC has implemented the following safeguards. For purposes of this section, a minor is considered any individual who has not reached the age of 18.

1. Adults are required to be familiar with and comply with the [USOPC Minor Athlete Abuse Prevention Policies](#) ("MAAPP"), which establishes clear requirements for interactions between Adult Participants and Minor Athletes.
2. In addition to complying with the MAAPP, and for the purposes of providing additional guidance, an adult shall not enter the room of a minor, unless accompanied by another adult. In situations where an adult is supervising a minor overnight, the adult should not enter the minor's room, private restroom facility, or similar area unless accompanied by another adult. If room checks are conducted, the door to the room must remain open during the check.
3. An adult shall not encourage, advise, or cause any minor to violate the OPTC Code of Conduct, other USOPC rules and regulations, or applicable law.
4. Guests of a minor (other than the designated parent/legal guardian) are restricted to visitation in the following areas:
 1. Lake Placid – Front Desk Lobby only
 2. Colorado Springs – Athlete Center Lobby only
5. A minor 12 years old or younger shall not be allowed to reside at the OPTC in a dormitory unless permission is granted by the minor's parent or legal guardian and approved by the USOPC.
6. Required adult supervisor/chaperone to minor athlete ratio staying on-site is as follows:
 - 12 years – 13 years old = 1 adult per 12 children
 - 14 years + = 1 adult per 20 children

*At the discretion of the OPTC, higher or lower ratios may be advisable depending on the age of the participants and the nature of the activity.
7. Room Assignments:
 - The USOPC will not assign individuals of different gender to the same room unless the individuals are (i) a parent/legal guardian and the child of the parent/guardian or (ii) married.
 - Gender neutral rooms will be made available upon request.
 - An adult staff member must be housed on the same floor (or in the same building, if the floor is not available) as the program's minors.

USOPC Training Center Access Protocol

Introduction

At times, issues arise concerning who should have access to an OPTC. In this regard, the USOPC endeavors to:

- provide a safe environment for athletes and other individuals who reside, train or compete at OPTCs;
- protect persons at risk, including minors and disabled persons;
- honor an athlete or other individual's opportunity to participate in various athletic residency, training, and competition activities;
- protect USOPC property; and
- maintain public confidence in the USOPC and its activities.

The USOPC may refuse access at any time to an individual in accordance with this Training Center Access Protocol (Protocol).

This Protocol does not apply if a National Governing Body (NGB) does not submit, or if it withdraws, its proposal to have an individual reside, train or compete at an OPTC. This Protocol also does not apply if the NGB asks the individual to leave an OPTC. In any such instance, the affected individual's recourse, if any, would be through his or her NGB's processes and procedures.

Duty to Disclose/Background Check

An NGB, in submitting a proposal to have an individual reside, train, or compete at an OPTC, shall disclose to the USOPC any information in its possession pertaining to such individual if he or she:

(a) has been convicted of, received a deferred sentence for, pled guilty or no contest to, or who has pending charges against them regarding:

1. A felony involving:
 - a) Violence against a person within the previous ten (10) years;
 - b) Violent crimes involving weapons (including armed robbery and aggravated assault with a weapon) within the previous ten (10) years;
or
 - c) Animal abuse or neglect.

2. A felony or misdemeanor involving:

- a) Any sexual crime (excluding misdemeanors for prostitution, indecent exposure, or public indecency, which must be disclosed instead under Section (a)(5)(iii) below);
- b) Drug-related crimes (including, but not limited to, drug distribution, intent to distribute, manufacturing, trafficking, or sale) within the previous seven (7) years; or
- c) Harm to a minor (including, but not limited to, offenses such as child abandonment, child endangerment, neglect, or abuse, providing alcohol to an underage person/minor, and DUI with a minor).

(b) has temporary measures and/or sanctions in place against him or her (including a description of what those temporary measures are) as determined either by the individual's NGB or the U.S. Center for SafeSport as it relates to a finding and/or allegation of a violation of the SafeSport Code.

In submitting its proposal, the NGB shall certify that it has disclosed any known conviction, activity, temporary measure, or sanction as enumerated above. Disclosure of any such conviction, activity, temporary measure, or sanction should occur at least six weeks before the program check-in date at an OPTC or as soon as the NGB, or its representatives, becomes aware of an issue meeting the above requirements. Thus, an NGB's duty of prompt disclosure is ongoing.

Additionally, each individual who registers to reside, train, or compete on an OPTC shall fill out a Disclosure Form describing any conviction, activity, temporary measures or sanction enumerated above. Also, if an individual is arrested, charged, or convicted of any illegal or criminal activity described above or if temporary measures or sanctions are implemented against the individual after obtaining access to an OPTC, the individual is obligated to inform the Director of the OPTC within 24 hours of such arrest, charge, or implementation of temporary measures or sanctions.

The USOPC, upon learning of conduct or activity as enumerated above, may refuse to allow access to that individual at the time of check-in in accordance with the hearing procedures* outlined below. Further, failure to disclose such known conduct or activity by the NGB may adversely affect the terms of the NGB's Performance Partnership Agreement with the USOPC and any such disclosure failure by the athlete may affect the athlete's future access to an OPTC.

*All temporary measures and/or sanctions will be addressed in accordance with the USOPC Athlete Safety Policy and the SafeSport Code.

The USOPC, at its discretion, may require that any individual who requests access, or who has been provided access, to an OPTC undergo an authorized background check, conducted by the National Center for Safety Initiatives (“NCSI”) or any other entity the USOPC chooses to retain.

USOPC Hearing

On receipt of a disclosure made pursuant to this Protocol, or if the USOPC by any other means knows, or has reason to believe, that an individual may have engaged in conduct or activity enumerated in [Section 1 or 2 above](#), OPTC Operations shall notify the Review Panel. The USOPC shall discuss the matter with the NGB. The USOPC shall also notify the individual and inquire whether the individual still desires to have access to the OPTC. If the individual desires access and the NGB continues to support the individual’s access to the OPTC, one of the following will occur:

- A. For all convictions or activities described under [Sections 1 and 2 above](#), the individual will be afforded a hearing before a Review Panel.
- B. For all other convictions or activities, the USOPC may decide to allow the individual access to the OPTC without a hearing, or the individual will be afforded a hearing before a Review Panel.

If required, the Review Panel will conduct a hearing to determine whether to allow the individual access and whether any restrictions will be placed on such access.

The Review Panel will consist of the, USOPC Chief Security & Athlete Safety Officer or his/her designee, a representative from the USOPC Legal Division, Senior Director of Olympic and Paralympic Training Centers or his/her designee, and two athlete representatives designated by the AAC.

The individual will be notified of a specific date and time to ensure that he or she is available for the hearing. Unless the Review Panel requires the individual to attend the hearing in person, the individual may appear by telephone conference call. The individual has the right to have a representative present at the hearing.

At the hearing, the individual will be allowed to present any evidence or argument that he/she wishes the Review Panel to consider. The Review Panel may require that documentary evidence be presented prior to the hearing and that the names of any witnesses be disclosed prior to the hearing. If a background check was conducted, or if the Review Panel requires the individual to undergo a background check prior to the hearing, the individual shall grant written permission for his/her complete background check finding to be provided to the Review Panel. The Review Panel shall also seek input from the individual’s NGB regarding its position on allowing the individual access to the OPTC.

The Review Panel shall have authority to set timelines and other rules regarding the proceeding and the conduct of the hearing, as it deems necessary. Further, the Review Panel may ask the individual questions during the hearing and may request additional information during or after the hearing if it determines, in its sole discretion, that it is necessary to make a decision on the matter. A decision on the matter will be made by a majority vote of the individuals on the Review Panel.

Upon the request of an individual, and provided that it is necessary to expedite the proceeding in order to resolve a matter relating to residency, training or competition that is scheduled, the Review Panel may render an expedited determination.

The Review Panel has the discretion to deny or place limitations on access to any individual if it finds, in good faith, that an individual's conviction or activity may have a negative effect on the USOPC's endeavors as outlined in Part 1. In rendering its finding, the Review Panel shall consider the following:

- a. the legitimate interest of the USOPC in providing a safe environment for athletes and other individuals who reside, train or compete at an OPTC;
- b. the seriousness of the criminal offense or act;
- c. the time which has elapsed since the occurrence of the criminal offense or act;
- d. the age of the person at the time of occurrence of the criminal offense or act;
- e. the bearing, if any, the criminal offense or act has on the individual's request to reside, train or compete at an OPTC;
- f. any information produced by the individual, or produced on behalf of the individual with respect to the individual's rehabilitation and good conduct;
- g. the specific request related to access to the OPTC, such as whether the request is for residence, training or competition, the length of time of access and the scope of access;
- h. any voluntary restrictions on access proposed by the individual;
- i. any recommendation or information provided by the individual's NGB; and
- j. any other information, which in the determination of the Review Panel, would bear on whether or not the individual should have access to the OPTC.

Finding & Restrictions

The Review Panel will communicate its finding to the individual, to the individual's NGB, and to relevant USOPC departments. In its finding, the Review Panel may impose restrictions on the individual that would have to be met in order for the individual to obtain access. The relevant NGB or the individual seeking access may be responsible for covering any costs associated with such restrictions.

Arbitration

If the individual disagrees with the finding of the Review Panel, he/she may file a demand for arbitration with the American Arbitration Association (“AAA”). A decision rendered by the AAA shall be final and binding on all parties.

Temporary Measures and/or Sanctions

Temporary measures and/or sanctions related to an athlete safety matter will be handled in accordance with the USOPC’s Athlete Safety Policy and the U.S. Center for SafeSport’s SafeSport Code.

Any individual with a temporary measure or sanction issued by the Center, an NGB, or the USOPC that prohibits participation in sport (i.e., suspension or ineligibility) will not be permitted to reside or train at the OPTC. Should an individual already residing or training at the OPTC be rendered ineligible to participate in sport, their access and residential privileges will be promptly removed.

Residential and training privileges related to all other athlete safety allegations, temporary measures, or sanctions will be evaluated on a case-by-case basis by the USOPC Security & Athlete Safety Office. Access to the OPTC will be evaluated based on the information available at the time, and the potential risk to other users of the facility as well as the Respondent. The USOPC reserves the right to implement additional temporary measures or safety plans which could include but are not limited to removal of residential privileges, required chaperone for training, a set schedule for OPTC access, etc.

All costs and logistical requirements related to removal from the OPTC to include off-site housing, meals, and transportation, or any additional safety requirements such as chaperoning will be the responsibility of the NGB and/or the individual. Notification to the individual being removed and/or being issued a safety plan or temporary measures will be coordinated with the NGB and USOPC staff.

POLICIES AND PROCEDURES



GUEST POLICY

- Guests of residents must register at the security gate (Colorado Springs) or front desk (Lake Placid).
- Visitors/unregistered guests are prohibited in the dormitory areas or on the premises between 11:00 PM and 7:00 AM daily.
- Overnight guests are strictly prohibited.
- When on-site, guests must be always accompanied by the registered athlete.
- Only registered guests and those who have purchased meal tickets at the Front Desk are permitted in the Dining Hall.
- If not a parent or legal guardian of a minor, then visitors of a minor must stay in a common area of the main building of the training center to visit with the athlete.



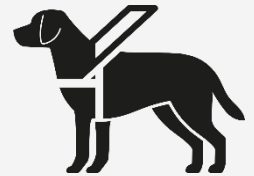
INFANT/TODDLER POLICY

To better support our Team USA athletes who train at the Olympic & Paralympic Training Centers and have recently become a parent, the following items are intended to support our new parents with a baby(s) 0-24 months of age:

- The OPTC will provide a lactation/feeding room on-site for athletes to utilize while training. We will make this room easily accessible and in a private area and at no cost to the athlete.
- A caretaker may bring a baby on-site, but we ask that the caretaker & child respect the nature of our facility. Any child, 0-24 months of age, will have NO access to training venues when athletes are at work.
- Similarly, to protect athlete recovery at night, we ask that baby can visit throughout the day (between 7:00am-9:00pm) but may not stay overnight.
- To ensure the safety of our athlete population, caretakers will also need to complete OPTC paperwork, a background check and SafeSport training, just as any other adult using the facility.

Any child above 24 months of age will then abide by our guest policy guidelines (see above).

SERVICE ANIMALS: RULES & HANDLER OBLIGATIONS



The United States Olympic & Paralympic Committee (USOPC) is committed to providing reasonable accommodations to individuals with disabilities. The USOPC takes pride in allowing service animals on its properties and understands the positive impact they have. While the USOPC supports service animals, the following is a list of handler obligations that must be adhered to if you are accompanied by a service animal:

GENERAL PROVISIONS:

- Emotional support, therapy, comfort or companion animals are not considered service animals and are not permitted in the Olympic & Paralympic Training Center (OPTC) buildings, including the Velodrome (in Colorado Springs).
- Service animals are limited to dogs and miniature horses.

OBLIGATIONS:

- You are solely responsible for the care and supervision of the service animal. You must provide your service animal with food, water, and other necessary care. Under no circumstances are OPTC staff or volunteers obligated to provide any care or supervision to your service animal.
- You must ensure your service animal is immunized in accordance with applicable health and safety codes.
- You must be in full control of your service animal. This means it must be leashed, harnessed, or tethered, unless:
 - the device interferes with the work or task your service animal was trained to perform; or
 - your disability prevents the use of the device.

In such cases, you must maintain control of your service animal through voice, signal, or other effective controls. At no time may your service animal be left unsupervised.

- In general, service animals should not be left in your room if you are not present. However, there may be instances in which this cannot be avoided. Therefore, in such cases, USOPC staff may work with you to allow the service animal to stay in your room or make alternative arrangements.
- You must clean up after your service animal, at all times, including sanitary disposal of animal waste.

- You must exercise due care and diligence in using your service animal. Your service animal must display behaviors appropriate to the environment (i.e., house-trained) and may not engage in disruptive behavior or other behaviors that endanger the health or safety of others (including other service animals).
- You are responsible for any damage (property or otherwise) caused by your service animal.

REMOVAL:

- You may be asked to remove your service animal immediately from the premises if it is uncontrollable and you do not take effective action to control it.
- You may be asked to remove your service animal if it is not housebroken. • If there is a legitimate reason for us to ask that your service animal be removed, you will still have the opportunity to access OPTC facilities and services without your service animal.

AREAS FOR TOILETING AND PLAY:

- OPTC's have designated toileting and play areas for service animals. You should use these designated areas when reasonably possible. Note that the USOPC may change the location of these areas from time to time and, in such cases, will inform handlers of the new toilet and play areas.
 - **Lake Placid OPTC** - Open grass area outside end of housing building, Node E
 - **Colorado Springs OPTC** - Westside of building 8 dormitories in the large grassy area.
 - **Colorado Springs Velodrome** - Northwest of main airlock in grassy area to the left before entering the Velodrome
- In circumstances where using the designated area is not reasonably possible, you must make reasonable efforts to ensure your service animal does not disturb any training or other activities taking place at the OPTC when it is "off-duty".

QUESTIONS?

For questions, please contact the appropriate property.

Colorado Springs OPTC
Lake Placid OPTC

Nicole Skinner, Director (719) 866-4534
Julie Marra, Director (518) 523-8422

HOVER BOARD, BICYCLE, ROLLER-SKATES/BLADES, AND SKATEBOARD POLICY

In an effort to keep athletes, employees and visitors out of harm's way, the following policy regarding the use of hover boards, bicycles, in-line skates, roller skates, roller-skis, similar wheeled devices and scooters (skates) and skateboards has been established for the Olympic and Paralympic Training Center.

Due to safety and property damage concerns the use of skateboards is not permitted on the Olympic and Paralympic Training Center.

- The use of hover boards on the Olympic and Paralympic Training Center grounds is **not** permitted, due to the high risk of fire associated with them while charging. If you are found to have a hover board on-site, USOPC staff will remove it from your possession.
- The use of bicycles and skates is permitted on much of the Olympic and Paralympic Training Center with exceptions. Bicycling and skating will not be permitted on:
 - the Olympic Path (with the exception of East/West corridors) or on the sidewalk area in front of the visitor center (Colorado Springs);
 - the sidewalk or area in front of the main entrance (Lake Placid);
 - ramps, platforms, or loading docks immediately adjacent to doors of buildings or within 15 feet of doors and entryways;
 - exterior or interior stairs;
 - within the interior of buildings;
 - benches, tables, bicycle racks, railings, ledges, or landscape structures;
 - all other permanent and/or constructed fixtures;
 - any area where a sign, or other written notification, has been posted to indicate that skating is not permitted.
- The use of a bicycle or skates on the Olympic and Paralympic Training Center is a privilege that is granted with certain rules and responsibilities.
 - **Acrobatic or reckless bicycling or skating is always a violation of complex policy.**
 - All persons using bicycles or skates shall use them in a reasonable and prudent manner, having due regard to traffic, pedestrians' rights, surface of the roadway, the hazard at intersections, and any other condition then existing.
 - Bicyclists and skaters shall yield the right-of-way to pedestrians and disabled persons.
 - Bicycles and skates must be operated in a safe manner, in accordance with applicable state laws and city ordinances. Users shall maintain a safe speed, not to exceed 10 MPH unless otherwise posted and shall obey all traffic and parking signs.

- Bicyclists or skaters involved in collisions shall render aid as appropriate and call Security for assistance. All involved individuals shall remain at the collision site until released by the attending officer. When a collision results in an injury or property damage, the individuals involved must submit a written accident report to Security.
- Bicycle parking is limited to bike racks and other designated areas. Parking a bicycle in any other area (i.e., building lobbies, stairwells, porches, trees, bushes, fences, access ramps, etc.) is prohibited.
- Bicycles locked to or left on or in an access ramp, stairwell, hallway, fire lane or anywhere that may obstruct pedestrian or emergency access are subject to confiscation by Security, FMD, or Operations.

SHUTTLE RESERVATION POLICY

- If a flight is cancelled or delayed the passenger should notify the OPTC by calling the relevant site front desk number.
Lake Placid – 518-523-2600
Colorado Springs – 719-866-4444
- If a guest signs-up for a shuttle and is not present at the time of the scheduled pick-up or drop-off (no-show), the guest may lose future transportation privileges. These privileges may be reinstated at the discretion of the OPTC.

COLORADO SPRINGS

- Requests for airport shuttles should be submitted as follows:
 - 72 hours in advance
 - Sign up for airport shuttles at the front desk
 - For those departing on a weekend or a Monday, all requests should be submitted by noon on Friday
 - DIA (Denver) shuttles are only available under special circumstances and must be for 5 or more passengers. Contact Operations for approval.

LAKE PLACID

- Requests for airport shuttles should be submitted as follows:
 - 7 days in advance
 - Sign up for airport shuttles through your NGB

SAFETY PROCEDURES



It is important to follow the directions of the USOPC staff whenever there is an emergency.

SAFETY AND SECURITY INFORMATION

EMERGENCY SERVICES:

- ▶ For fire, medical, or any emergency, dial 9-1-1.
- ▶ If 9-1-1 is called, also notify the security officers in the Union Entry Checkpoint at (719) 866-4570 (Colorado Springs) or the OPTC Staff/Security at (518) 523-2600 (Lake Placid)
- ▶ Inform of the type of emergency, location, those affected, and your name and contact information

GENERAL INFORMATION:

- For security officer assistance or inquires contact the Union Entry Check Point at (719) 866-4570 (Colorado Springs) or (518) 523-2600 (Lake Placid) – 24/7For guests, visitors, and deliveries notify the Union Entry Checkpoint or send an email to OPTCSecurity@USOPC.org (Colorado Springs) or notify the Front Desk (Lake Placid)
- All food deliveries, taxis, Uber, etc., are to be met at the main entrance of the Athlete Center (Colorado Springs) or the main entrance (Lake Placid)
- For everyone’s safety, abide by posted speed limits and signage
- Do not ride bicycles or drive vehicles on the Olympic Pathway (Colorado Springs) or on sidewalks and in pedestrian areas

VALUABLES AND OTHER ITEMS:

- Secure valuables
- Do not leave items unattended in public areas
- Do not leave your residence hall room door open

ISSUED CARD ACCESS:



- Display your access card whenever possible
- When entering buildings, do not allow others to follow or enter unless they have an access card visible
- Assist/inquire of others that appear out of place or lost – Or contact security officers
- If your access card is lost or stolen immediately notify OPTC Operations and the security officers

VEHICLE PARKING



- Park in designated areas only. In order to use the disabled parking, you must have a valid disabled-parking privilege card assigned to you in your vehicle.
- When traveling, park your vehicle in Southeast Parking Lot and leave your keys with someone (Colorado Springs) or the grass area behind the kitchen and leave your keys with OPTC Operations (Lake Placid)
- OPTC vans should be parked along the tree line when parked in the main lot or in front of the dorms (Lake Placid)
- Violations of parking rules may result in the suspension of parking privileges.

SAFETY AND SECURITY OFF COMPLEX

- Always be alert and aware of your surroundings
- Remain in public, reputable, and well-lit areas and stay out of questionable areas and establishments
- Do not draw attention to yourself, i.e., expensive jewelry, electronics, etc.
- Buddy System – Don't go out alone or go in groups
- Always let someone know where you are going and when you will return
- Regularly account for team members
- Use prearranged transportation and do not use unlicensed taxis
- Do not open unidentified or suspicious letters and packages
- Use ATMs in reputable and safe locations, i.e., banks, OPTC, etc., and check if anyone is watching

SEE SOMETHING – SAY SOMETHING

FIRE SAFETY PROCEDURES



If you require assistance and cannot exit the building because of fire, stay where you are, call Security at 719-866-4570 (Colorado Springs) or 518-523-2600 (Lake Placid) and give them your location, or move to a safe area with assigned assistants. The Fire Department will assist with your evacuation.

In a multi-story building, do not use the elevator or try to move a person in a wheelchair down the stairs.

1. Alarms and Evacuation Procedures

- When a fire alarm sounds athletes will:
 - Close dorm room doors and any doors behind you.
 - Exit building and report to the designated safe area.
 - Wait until the ALL CLEAR from the Fire Department, USOPC Security, and USOPC Facility Management Division is given before returning to the building.

2. If there is a fire within the building and the alarm has not sounded, the person finding the fire should:

- Close any doors to the fire areas.
- Pull the nearest manual fire alarm box or call Security at 719-866-4570 (Colorado Springs) or 518-523-2600 (Lake Placid) from another location.
- Exit the building and report to the designated safe area.
- Contact Security at 719-866-4570 (Colorado Springs) or 518-523-2600 (Lake Placid).

MUNICIPAL FIRE CODE

The willful disabling of any smoke detector or tampering or interfering in any way with any fire alarm system to include causing a false fire alarm (by pulling the fire alarm handle) will result in immediate dismissal from the Olympic and Paralympic Training Center.

FIRE DRILLS

Fire drills will be held approximately every six months. All Athletes are required to participate. Fire alarm drills will not be announced in advance.

Deliberately ignoring a fire drill or alarm is a violation of the USOPTC Fire and Safety Code and will result in appropriate disciplinary action, up to, and including, dismissal from the US Olympic and Paralympic Training Center.

SEVERE WEATHER



The Colorado Springs and Lake Placid areas are often subjected to sudden and sometimes violent changing weather conditions. In the case of severe weather, USOPC staff members will be on-hand to advise athletes of the proper safety procedures.

If you are in a dorm during a warning, you will be directed to go to the first floor, center hallway of your building. If you are not in your dorm, please consult the "Shelter Areas" portion in this section. Please stay in a safe area until you are cleared to leave.

SHELTER AREAS

COLORADO SPRINGS

Bldg 83, 85, 87 and FMD	First Floor Hallway of Bldg
Visitor's Center, Bldg 1	First Floor
Visitor's Center, Bldg 2	Basement Storage Areas
Sports Center I, Bldg 2	Basement Storage Areas
USA Shooting Center, Bldg 3	Bldg 3 Basement
Aquatics Center, Bldg 6	Lower level, back room
Sports Center II, Bldg 2	Lower level Wrestling room
Bldg 9, Lobby/Front Desk, Dining Hall	Basement of Bldg 8 and 10
Outdoor Pool, Bldg 81	Bathrooms of Bldg 81
Bldg 8 and 10	Basement of Bldg 8 and 10

LAKE PLACID

Lobby/Front Desk	Visitor's Museum
Sports Medicine & Recovery	Interior Offices & Restroom
Strength & Conditioning	Shipping & Receiving/Maintenance Area
Front Weight Room	Interior Offices & Weight Facility Room
Gym	Shipping & Receiving/Maintenance Area
Dining Hall	Shipping & Receiving/Maintenance Area
Housing Dorms	Interior Stairs & Lounges
Adirondack Room	Interior Offices, Restrooms or Sports Medicine
Bobsled Start Track	Interior Rooms
BOB/SKE/BIA SCAT Room	Interior Offices & Restrooms



**SERVICES
AVAILABLE TO
INDIVIDUALS
RESIDING ON
CAMPUS**

FRONT DESK REGISTRATION

- Airport shuttles between the airport and the OPTC are available upon request. To request a shuttle:
 - The sign-up sheet is at the front desk of the Athlete Center (Colorado Springs)
 - Contact your NGB Administrator (Lake Placid)
 - Have your flight information ready.
 - Mark whether or not you will have large sports equipment or other large baggage.
 - Shuttles must be requested at least 48 hours in advance. Monday shuttles must be requested before 5:00 pm the previous Friday.
- **Notification of Travel** –If you are leaving the training center for an extended period of time, whether for competition season or personal, please notify the Front Desk of your intended check-in and check-out dates.
- Lost and Found
- Recreation-use bikes and game equipment check out, including (an annual waiver must be signed prior to check-out):
 - Basketballs, volleyballs, and other sporting equipment
 - Billiards (Colorado Springs)
 - Ping pong set
 - Board Games/Cards
- Furniture/room maintenance
- Calls for Taxi service

OPERATIONS – FURNITURE IN ROOMS

- Do not place furniture in the halls.
- Athletes may be charged for any furniture that is missing from the room, including furniture in the halls.
- Facilities staff will only remove beds or TVs from a resident athlete room. If a resident would like to bring their own bed, it must be elevated off of the floor with a box spring and metal frame.
- If you need furniture removed, please contact your dorm supervisor or the front desk at 719-866-4444 (Colorado Springs) or 518-523-2600 (Lake Placid)
- Room Changes: Unauthorized room changes are not permitted. To request a room change, please contact the Associate Director of Operations (Colorado Springs) or your coach/NGB Administrator (Lake Placid)
- Each dorm is equipped with the following:

One television w/stand	One desk/table
One desk chair	Lamp(s)
Closet space	Bedding
Towels	Two dressers (LP)
One couch (CS)	One nightstand (LP)

HOUSEKEEPING

COLORADO SPRINGS

Full Clean (FC) includes vacuum, dust and wipe surfaces, clean restrooms/sink, empty trash, refresh towels, bed linens and make bed.

Trash and Towel (T&T) includes emptying trash and replacing towels.

[Residents](#) are responsible to clean the bed linens and towels that are provided in the room.

	MON	TUES	WED	THURS	FRI
FC		Bldg. 85	Bldg. 83	Bldg. 8	Bldg. 10
T&T	Bldg. 83	Bldg. 8	Bldg. 10		Bldg. 85

LAKE PLACID

Resident/Long-term athlete rooms: Serviced on *Tuesdays*

Trash receptacles are located in the hallways. We ask that you please take out your own trash.

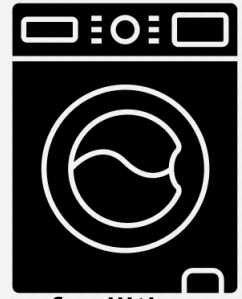
If linens and/or towels are needed during the week, please come to the front desk during hours.

DO NOT keep your windows open while the AC is on.

[Residents](#) are responsible to vacuum the floors. Vacuum is located in 2nd floor laundry room.

- It is highly recommended that you strip your bed linens once a week. Leave in bathroom and new linens will be left on your bed.

LAUNDRY



Laundry facilities are available to onsite athletes. Cost of the facilities is free to those living onsite. Onsite athletes are responsible for their own detergent.

Residents caught allowing non-registered guests utilizing laundry facilities will be subject to penalty under the Code of the Conduct.

- Laundry etiquette: Do not remove someone else's wet clothes from the dryer or washer before the cycle is complete.
- Clothing must be removed from washer/dryer promptly after cycle is complete.
- Shoes are not permitted in the machines.
- **There are NO laundry services for Off-site Residents, Off-site Users, or Facility Users.**

COLORADO SPRINGS

- Laundry rooms are available in all buildings
 - Basement of Buildings 8 and 10
 - Second floor of Building 83
 - First floor of Building 85.
 - Single packets of detergent available for purchase at \$0.75 at the front desk.

LAKE PLACID

- Laundry rooms are available on the first and second floors of the dorms.
- Hours of Operation: 7:00AM-10:00PM
- Single packets of detergent available for purchase at \$0.75 in the laundry room. You can exchange dollars for quarters at the Front Desk.

STORAGE

All athletes living at the Training Centers long term have access to storage. All stored items must be properly labeled with athlete name, sport, and phone contact info. All items must be removed once an athlete moves from the OPTCs.

COLORADO SPRINGS

- Athletes may utilize storage cages in the basement of building 10 to hold personal items that do not fit in their rooms for the duration of their stay. Please contact Brandon Drabinski (Brandon.Drabinski@usopc.org) to reserve space.
- If a bike rack is unavailable for a dorm room, all bikes must be kept in storage. Bike storage can be found in the basement of building 10 and the middle of building 83.

LAKE PLACID

- Only bicycle storage is available in Dorm Node C on the first floor of the dorms. Please contact the front desk for access.
- All other requests for storage must go through OPTC Operations and Facilities.
- There are NO storage services for Off-site Residents, Off-site Athletes, or Facility Users.

MAIL

COLORADO SPRINGS

- Your mailing address while at the COSOPTC is as follows:
(Your Name) – Resident Athlete
1 Olympic Plaza, Rm (your room #)
Colorado Springs, CO 80909
- Mail is delivered to the Mail Room once per day.
- Be sure to register with the Mail Room for all mailbox and shipping services.
- Mailboxes are reserved for those residing at the CSOPTC for 3 months or longer

LAKE PLACID

- Your mailing address while at the LPOPTC is as follows:
(Your Name) – Resident Athlete
196 Old Military Rd, Rm (your room #)
Lake Placid, NY 12946
- Mail is delivered to the Front Desk once per day with the exception of Sundays.
- You are responsible for keeping track of your packages and checking on the arrival status at the front desk. The OPTC Operations staff is not responsible for tracking you down for mail or packages.
- Pay extra attention when expecting perishable or time-sensitive materials.

WIRELESS



- Wireless internet is available in all resident housing areas on campus.
- Network: **GOLDNET**
- Password access is: **RalphRose1908**

Residents should contact the Front Desk immediately if any problems with the wireless service arise.

LOUNGES

COLORADO SPRINGS

- Recreational lounges can be accessed via your I.D. card on the first floor of Building 9 nearest the Dining Hall, in the basement of Building 10, next to the Outdoor Pool in Building 81, and the third floor of Building 83. Hours of access will vary.

LAKE PLACID

- Recreational lounges can be accessed via your I.D. card throughout the dorms. Access must be requested with the Front Desk.

CABLE SERVICES

Residents receive free cable service as contracted through Xfinity by Comcast. If there are issues with the general service connection, problems should be reported to the Front Desk immediately.

COLORADO SPRINGS

- Channel guides to over 50 channels (2-60) including two internal-complex channels are available at the Front Desk.

LAP SWIM (*Colorado Springs ONLY*)

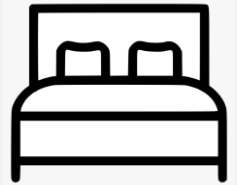


When time permits, the Aquatics staff allows resident athletes to use the indoor and outdoor pools for lap swim. Those hours are posted on the bulletin boards and Front Desk weekly.

COMMUNITY LIVING STANDARDS



DORM CHECK PROTOCOL



In order to maintain the health of the OPTC community, as well as the quality of living facilities at the training center, dormitory checks will be conducted on a regular basis by OPTC staff. If an athlete's living quarters is found to be unsanitary, damaged, or containing illegal paraphernalia as noted in the Code of the Conduct, disciplinary action will be taken. It is the expectation of the OPTC that dorm rooms are kept in a reasonable living condition to include but not limited to:

- Dirty dishes may not be left in the room
- The floor should be clear of clothes and other items to allow housekeeping to vacuum and to enable OPTC staff easy visibility when performing room and maintenance checks
- Linens and clothes should be laundered on a regular basis by the resident
- Food items should be properly stored in containers to help avoid attracting insects, birds, and/or vermin
- Over-the-door mirrors, towel bars or other organizing systems should not be put over the dorm room door, as they cause the locking mechanism to not function properly.

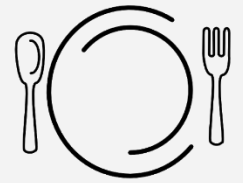


*The OPTC is not responsible for lost or damage to the personal property of athletes, coaches, guests or residents on site. USOPC Risk Management recommends the purchase of tenant insurance by individuals residing on site.

DINING SERVICES



DINING HOURS OF OPERATION
7 DAYS A WEEK



COLORADO SPRINGS

7:00 AM – 10:30AM Hot breakfast

11:00 AM – 1:30 PM Lunch

1:30 PM – 4:00 PM Snack

4:30 PM – 8:00PM Dinner

Soup, salad & sandwich bar is available along with pasta bar, grill station, desserts during meal times

LAKE PLACID

7:00 AM-10:00 AM Hot breakfast

11:30 AM-1:30 PM Lunch

Soup, salad & sandwich bar is available throughout the day

5:00 PM-8:00PM Dinner

9:00 PM Dining Hall Close

DINING HALL GUIDELINES

- Athletes must be fully dressed and wearing shoes to enter the dining hall. Items of clothing with offensive or profane marks are not tolerated.
- Athletes are expected to bus their own tables. Please take your dishes to the tray area in the northwest - B8 side of the dining hall (Colorado Springs) or the window and drop utensils in the utensil drop (Lake Placid). Do not scrape your dishes into the garbage.

TAKE OUT FOOD:

- Take out options are available. Food may be taken out in moderation and should be eaten that day.
- Athletes may request boxed lunches. Boxed lunch requests need to be submitted to the cashier (Colorado Springs) or the Front Desk (Lake Placid) before 6:00 pm the day before the lunch is needed. Lunches are only available for training purposes.

MEAL TICKETS:

- Based on capacity, tickets are available for purchase at the (dining COS) Front Desk for \$10 for friends and family.

LAKE PLACID

24-Hour Café

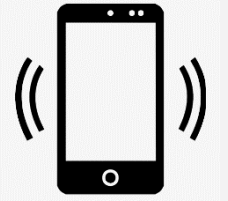
- Located outside of the Dining Hall
- Includes a coffee maker, Vitamin Water, and Powerade

RESIDENT KITCHEN

- The resident kitchen is for RESIDENTS ONLY.
- Personal food items and appliances must be labeled.
 - If not labeled, then food/appliances will be considered community accessible.
 - If you do not want something to be used by others, then keep it in your room.
 - If not labeled and something goes missing, the OPTC is not responsible for the lost item.
- Expired food items will be thrown out once a week.
 - If you do not want something thrown away, then make it known!
- Put items back where you found them. The cabinets are labeled.

KEY CONTACTS



KEY CONTACTS**COLORADO SPRINGS**

Front Desk	719-866-4444
Security	719-866-4570
Sports Medicine	719-866-4554
Sport Performance Services	719-866-3437
Dining Hall	719-866-3463
Director, CSOPTC	719-866-4534
Resident Life	719-866-2055

LAKE PLACID

Front Desk/Security	518-523-2600
Fax Number	518-523-4790
Sports Medicine	518-523-8450
Dining Hall	518-523-8412
Director, LPOPTC	518-523-8422
Resident Life	518-354-9037

SPORT MEDICINE & SPORT PERFORMANCE



SPORT MEDICINE



For all [use types](#), Sport Medicine services must be approved by USOPC Sport Performance prior to access. If you are unsure of your access level, please reach out to your NGB High Performance Director prior to scheduling.

COLORADO SPRINGS

SPORT MEDICINE CLINIC

**All visits are appointment only*

Monday thru Friday – 9:00am to 4:00pm

To schedule an appointment, call Sport Medicine Front Desk at 719-866-4554

RECOVERY CENTER

**Call Sport Med to schedule use*

Recovery Center includes sauna and steam room, cold plunge, and Normatechs

AFTER HOURS – IN CASE OF EMERGENCY

Medical Emergency

Dial 911 **and** Front Desk: 719-866-4444

Non-Life Threatening Medical Emergency

Sport Med On-Call: 719-330-2442

LAKE PLACID

SPORT MEDICINE CLINIC

**All visits are appointment only*

Monday thru Friday – 9:00am to 5:00pm

Check postings on Sports Med monitor – Hours subject to change

To schedule an appointment, call Sport Medicine Front Desk at 518-523-8450.

RECOVERY CENTER

Monday thru Friday – 9:00am to 6:00pm

AFTER HOURS – IN CASE OF EMERGENCY

Medical Emergency

Dial 911 **and** Front Desk: 518-523-2600

Non-Life Threatening Medical Emergency
answer twice, call: 518-241-0164

Sport Med On-Call: 518-572-3652 If no

ATHLETE HEALTHCARE



The USOPC Athlete Healthcare team understand that the world of healthcare and navigating USOPC resources can be complex for elite athletes. As part of our commitment to better serving you, we have Athlete Healthcare Navigators dedicated to providing comprehensive care and service, as well as helping you identify and maximize quality, cost-effective healthcare service options. Together, they will help you create a personalized plan to identify USOPC resources and execute your individualized game plan aligned with your goals, whether you are early in your career or preparing for retirement. Such resources include Elite Athlete Health Insurance (EAHI), National Medical Network, vision benefits, dental care, Medical Assistance Fund (MAF) and more.

To learn more about available resources and co-create a personalized plan aligned with your goals, contact an Athlete Healthcare Navigator at athletehealthcare@usopc.org or 1-800-933-4473 ext. 2.

MENTAL HEALTH

If you are experiencing a mental health emergency, please call 9-1-1 or go to your nearest emergency room.

If you are interested in connecting with a mental health provider who can assist in the management of mental health crises or provide resources related to mental health and wellness, please reach out to the Team USA Mental Health Support Line.

Team USA Mental Health Support Line +1 (719) 866-CALL

Athletes can continue to connect to USOPC Psychological Services post-retirement and have access to the USOPC Mental Health Assistance Fund for two years post-retirement.

SPORT PERFORMANCE



Sport Performance Services include Strength & Conditioning, Sport Psychology, Sport Nutrition, and Sport Physiology.

Sport Performance Services must be approved by USOPC Sport Performance prior to access. If you are unsure of your access level or have questions about services available to you within specific Sport Performance departments, please reach out to your NGB High Performance Director or NGB coaching staff to learn which services may be available while your sport program is utilizing an OPTC.

This applies to all [use types](#).

ISOLATION PROTOCOLS

Any participant required to enter isolation per Sport Medicine, due to illness, must adhere to all protocols communicated to them by Sport Medicine and/or OPTC Operations. Anyone found not to be following protocols will be removed from the OPTC immediately.

All costs and logistical requirements related to removal from the OPTC to include off-site housing, meals, and transportation, or any additional safety requirements such as chaperoning will be the responsibility of the NGB and/or the individual. Notification to the individual being removed and/or being issued a safety plan or temporary measures will be coordinated with the NGB and USOPC staff.

RESIDENT ATHLETES



ON-SITE RESIDENT ATHLETE VISITORS

*See [Meal ticket](#) purchases for visitors.

COLORADO SPRINGS

Resident athletes must call 719-866-4570 to alert security of their guest and provide full and accurate information.

LAKE PLACID

Resident athletes must check in all visitors at the front desk prior to accessing any area of the training center.

RENTER'S INSURANCE



It is advised that On-site Resident Athletes obtain renters insurance or have their parents' home owner's insurance extended to cover their personal items. Please follow these safety tips:

1. Mark and secure all high value items.
2. Record serial numbers and model types of all high value items.
3. Secure credit cards, wallets, checkbooks, and other valuable items, in a safe place.
4. Bags should be stored in the baggage room near the Athlete Center Registration Desk (Colorado Springs). In (Lake Placid), contact the Front Desk for a predetermined area.
5. Use locks in the Sports Centers and Aquatics Center (Colorado Springs) and the locker rooms (Lake Placid).
6. Renter's insurance is usually available through your auto insurance carrier. Contact your individual insurer for details.
7. If you have any questions about renter's insurance or this advisory, please contact one of the dorm supervisors.

*The OPTC is not responsible for lost or damage to the personal property of athletes, coaches, guests or residents on site. USOPC Risk Management recommends the purchase of tenant insurance by individuals residing on site.

HOUSEKEEPING

COLORADO SPRINGS

Residents are responsible to clean the bed linens. Towels are provided in the room.

LAKE PLACID

Resident rooms will be serviced on Tuesdays.

Residents are responsible to vacuum the floors. Vacuum is located in 2nd floor laundry room.

Towels are provided in the room.

It is highly recommended that you strip your bed linens once a week. Leave in bathroom and new linens will be left on your bed.

DINING

LAKE PLACID

RESIDENT KITCHEN

- The resident kitchen is for RESIDENTS ONLY.
- Personal food items and appliances must be labeled.
 - If not labeled, then food/appliances will be considered community accessible.
 - If you do not want something to be used by others, then keep it in your room.
 - If not labeled and something goes missing, the OPTC is not responsible for the lost item.
- Expired food items will be thrown out once a week.
 - If you do not want something thrown away, then make it known!
- Put items back where you found them. The cabinets are labeled.

MOVING OFF COMPLEX

COLORADO SPRINGS

If you are an on-site resident, the OPTC will provide up to 30 days for you to transition and move off complex. If your NGB is requesting the space for a new resident, we will work on the best transition plan, as the duration of this transitional bed space may not always be available. *This is not available in Lake Placid due to overall bed count.*