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# United States Olympic Committee

## Audit Division



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Report for:  
**USA Table Tennis**

Review of:  
**Compliance Checklist**

Dated:  
**December 18, 2018**



December 18, 2018

Anne Cribbs  
Chair of the Board  
USA Table Tennis

Dear Anne,

Enclosed is the United States Olympic Committee's (USOC) report on the 2018 Compliance Checklist for USA Table Tennis (USATT). We want to express our appreciation for the time USATT spent completing the Checklist and providing documents during the review.

USATT was compliant in the areas of governance/managerial and financial capabilities as it relates to the questions below. The review initially identified one deficiency related to due process and athlete representation, one deficiency related to SafeSport and two deficiencies related to anti-doping. Prior to issuance of the final report, all of the deficiencies were remedied. There is also an additional observation in the report that when implemented, will improve USATT's Strategic Plan.

The report will be presented to the USOC Audit Committee at its next quarterly meeting and be made available on the Team USA website. We hope you found the review process to be helpful. If you have any suggestions, please do not hesitate to share them with us.

Sincerely,

Bridget Toelle, CPA, CIA  
Vice President, NGB Audit and Compliance

Rich Wright  
Staff Auditor

cc: Rick Adams                      Sara Pflipsen                      Tara Profitt  
Wendy Guthrie                      Chris McCleary  
Onye Ikwuakor                      Denise Parker  
Rachel Isaacs



# COMPLIANCE CHECKLIST REPORT

USA Table Tennis

## OBJECTIVE AND SCOPE

The objective of the review is to verify USATT is in compliance with key elements of the Ted Stevens Olympic and Amateur Sports Act, the USOC Bylaws and certain USOC policies, in order to demonstrate ongoing commitment to the values and requirements of membership in the USOC. The scope includes the 2018 Compliance Checklist certified by USATT and the supporting documents provide by USATT.

The following chart shows all the requirements in the Compliance Checklist and corresponding status for USATT. For any deficiencies, see the explanations and action plans after the chart.

	Question	Status
<b>Governance/Managerial</b>		
1	Do you have a code of conduct for your employees, members, board of directors and officers?	Compliant
2	Do you have a strategic plan that is capable of supporting athletes in achieving sustained competitive excellence, and in growing the sport?	Compliant
3	Do you have your current bylaws posted on your website?	Compliant
<b>Financial Capability</b>		
4	Are you recognized by the IRS as a tax-exempt organization?	Compliant
5	Are you incorporated under the laws of a state of the United States or the District of Columbia as a not-for-profit corporation?	Compliant
6	Do you have your three most recent IRS Form 990s on your website?	Compliant
7	Have you completed and posted on your website your three most recent annual audited financial statements?	Compliant
8	Do you have written financial policies and procedures?	Compliant
9	Do you have an approval and/or review process for cash disbursements?	Compliant
10	Do you provide frequent (monthly or quarterly) financial statements to your board or designated committee?	Compliant
11	Do you have a board-approved annual budget?	Compliant
12	Have you spent USOC funds as required by the funding agreements in the previous 12 months?	Compliant
<b>Due Process and Athlete Representation</b>		
13	Do you provide procedures for the prompt and equitable resolution of grievances of your members?	Compliant
14	Do your grievance procedures provide for fair notice and opportunity for a hearing to any athlete, coach, trainer, manager, administrator or official before declaring the individual ineligible to participate?	Compliant
15	Do you require at least 20% athlete representation on grievance panels?	Compliant
16	Do you have at least 20% athlete representation on your board of directors?	Compliant
17	Do you have at least 20% athlete representation on your budget committee?	Compliant

18	Do you have at least 20% athlete representation on your selection committee, which prepares, approves or implements selection of international, Olympic, Paralympic and Pan American Games team members, including athletes, coaches, administrators and sport staff?	Compliant
<b>SafeSport</b>		
19	Do you have USOC SafeSport language in your bylaws that provides jurisdictions to the U.S. Center for Safe Sport?	Compliant
20	Do you have a USOC-compliant Athlete Safety Policy?	Compliant
21	Do you have a grievance process that is materially free of bias and conflicts of interest for SafeSport allegations, and includes the opportunity for review by a disinterested individual or body?	Compliant
22	Does your policy require criminal background checks, at least every two years, for those individuals that are formally authorized, approved or appointed (a) to a position of authority over, or (b) to have frequent contact with athletes?	Compliant
23	Does your policy require education and training specific to SafeSport for those individuals that are formally authorized, approved or appointed (a) to a position of authority over, or (b) to have frequent contact with athletes?	Compliant
<b>Anti-Doping</b>		
24	Do you inform Athletes, Athlete Support Personnel and other Persons in your sport of the USOC National Anti-Doping Policy and of the USADA Protocol?	Compliant
25	Unless otherwise agreed by USADA, at least quarterly do you provide USADA with an updated list of athletes, proposed by your NGB, to be included in the USADA RTP? With respect to each athlete on such list and such additional athletes as may be designated by USADA for inclusion in the USADA RTP, do you provide USADA with initial contact information which shall, at a minimum, include accurate residential, mailing and email addresses (if available) and phone numbers for each athlete?	Compliant
26	At least six months prior to the commencement of the most recent applicable Olympic or Paralympic Games, did you provide USADA with a list of all athletes that may have reasonably been selected to represent the U.S. in such Games?	Compliant
27	Do you have an identified staff member to act as a liaison with USADA?	Compliant

## DEFICIENCIES

***Do your grievance procedures provide for fair notice and opportunity for a hearing to any athlete, coach, trainer, manager, administrator or official before declaring the individual ineligible to participate?***

Besides generally addressing fair notice in USATT's Bylaws, Article IV, p. 11, Sec 4.1 (k), USATT's Bylaws do not specifically address providing fair notice of charges being provided to the respondent. USATT is deficient for this element.

**USATT Action Plan:** *Notice of this By-Law Change will be placed on the USATT Board teleconference call scheduled for August 12, 2018 and will be voted on at the scheduled board meeting on September 22, 2018.*

**USOC Status Update:** USATT amended the Bylaw language to read "USATT shall provide fair notice, including the charges in the complaint, and an opportunity for a hearing to any amateur athlete, coach, trainer, manager, administrator, or official before declaring such individual ineligible to participate." USATT is compliant with this requirement as of November 26, 2018.

***Do you have a USOC-compliant Athlete Safety Policy?***

USATT's policy does not clearly state that reports must always go to the Center on p. 12, Section L, Reporting and Discipline, Section 3., How to Report (a)(b).

**USATT Action Plan:** *Recommended language provided by the USOC will be adopted into the Athlete Safety/SafeSport Manual at the August 12, 2018 board teleconference call.*

**USOC Status Update:** USATT has amended its SafeSport Policy, to include sending all reports to the US Center for SafeSport. USATT is compliant with this requirement as of December 10, 2018.

***Do you inform Athletes, Athlete Support Personnel and other Persons in your sport of the USOC National Anti-Doping Policy and of the USADA Protocol?***

USATT is not in compliance with this requirement. USATT needs to update their bylaws to add language that supports USATT informs Athletes, Athlete Support Personnel and other Persons in your sport of the USOC National Anti-Doping Policy and of the USADA Protocol.

**USATT Action Plan:** *Notice of this By-Law Change was provided to the board in June 2018 and after several discussions over the past few months the board will vote on a final amendment addressing this issue at the scheduled board meeting on September 22, 2018.*

**USOC Status Update:** USATT updated its Bylaw to appropriately inform athletes, athlete support personnel, and other persons in the sport of the USOC National Anti-Doping Policy and of USADA Protocol. USATT is compliant with this requirement as of December 17, 2018.

***Unless otherwise agreed by USADA, at least quarterly do you provide USADA with an updated list of athletes, proposed by your NGB, to be included in the USADA RTP? With respect to each athlete on such list and such additional athletes as may be designated by USADA for inclusion in the USADA RTP, do you provide USADA with initial contact information which shall, at a minimum, include accurate residential, mailing and email addresses (if available) and phone***

***numbers for each athlete?***

According to USADA, USATT did not provide an updated list in the second quarter of 2018. Therefore, Table Tennis is not in compliance with this requirement. Even if the list of athletes does not change, USADA requires a verification of the athletes in the RTP.

**USATT Action Plan:** *USATT recently appointed Ross Brown as our anti-doping liaison. Ross will work with our High-Performance Director and COO immediately to resolve the issue of quarterly reporting to USADA.*

**USOC Status Update:** USATT has submitted its 4<sup>th</sup> quarter RTP list to USADA as required. USATT is compliant with this requirement as of December 10, 2018.

## **ADDITIONAL OBSERVATIONS**

During the review we identified additional areas for improvement. The additional observations do not impact the compliant status but could impact it in the future.

***Do you have a strategic plan that is capable of supporting athletes in achieving sustained competitive excellence, and in growing the sport?***

USATT submitted a Strategic Plan, however, it was dated 2009. USATT is in compliance, however they need to update their existing Strategic Plan to demonstrate supporting athletes in achieving sustained competitive excellence. USATT identified this issue themselves.

*USATT Note: USATT engaged the USOC NGB Services Department to assist in the development of a new strategic plan. USATT will begin the process at the September 2018 board meeting with the anticipation that a new strategic plan will be developed for approval in February 2019.*

## **CONCLUSION**

With USATT's remedies to the initial deficiencies identified during the USOC Compliance Review, it is fully compliant with the USOC's Compliance Checklist.