



COMMUNITY OLYMPIC DEVELOPMENT PROGRAM

CODP DESIGNATION PLAN YOUTH SPORT DEVELOPMENT

An outline of the benefits of the CODP Designation and the necessary criteria for receiving the designation from the U.S. Olympic Committee

Training Sites & Community Partnerships
U.S. Olympic Committee
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Partner with National Governing Bodies (NGBs) and community sports groups to provide opportunities for youth to participate in Olympic and Paralympic sport.

PURPOSE

Assist NGBs in building their athlete development pipeline through exposing youth to Olympic and Paralympic sport, expanding visibility and credibility through the Olympic brand and increasing membership and coaching education opportunities at the community level.



WHAT IS A CODP DESIGNATION?

A community initiative to create a clear pathway of athlete development to impact athlete performance while maximizing participation in the community. The foundation of the program is two-fold, one focus can be to provide year-round, sport specific, skill-based training programs focusing on long term development directed by high quality coaches, while the other focus can be concentrating on outreach and increasing participation.

The CODP is not a “one size fits all” program. The CODP is a collaborative effort determined by what would work best in a youth program for the particular community and the specific sport/NGB. Some programs are year-round and others are 3-4 months so as to not conflict with the high school sports seasons. Some programs are in the schools or in parks and recreation while others are at sport clubs and the Boys and Girls clubs.

The purpose of the agreement between the USOC and the Local Operator (Community Sports Group) is to foster increased collaboration between NGBs and the Local Operator, activate community resources, enhance high quality intermediate sports programs for talented youth, and maximize their potential in Olympic and Paralympic sports.

The designation integrates the local operator into the U.S. Olympic system, including the use of a CODP mark, and provides resources to the community sports group such as coaching instruction, nutrition, and an annual conference. Each CODP works directly with a USOC staff liaison who assists with communication to local government, provides information on USOC grants and opportunities, as well as provides assistance with program needs.

GOALS OF THE COMMUNITY OLYMPIC DEVELOPMENT PROGRAM DESIGNATION

1. Empower new communities and NGBs across the nation to develop high quality Olympic and Paralympic sport programs
2. Increase collaborative efforts between NGBs and community sports groups
3. Improve sport performance by encouraging a seamless progression from grassroots sports programs through NGB National Team systems
4. Reward communities across the nation that have existing high quality Olympic and Paralympic sport programs
5. Expand Olympic and Paralympic sport outreach, athlete retention and on-going sport programs through Multi-Sport Organizations (MSOs), local schools, and clubs by bringing the Olympic movement to the local level, thereby increasing interest and participation by young people in sport
6. Increase interest and participation by young people in Olympic and Paralympic sport
7. Grow diversity in youth sport across the country
8. Expand coaches and officials education and training opportunities
9. Create more internationally competitive U.S. Teams



BENEFITS OF A CODP DESIGNATION

1. Integration of your youth sports program into the U.S. Olympic and Paralympic Movement
2. National recognition for developing successful youth sport programs and increasing opportunities for youth to participate in sport
3. Partnership with the USOC and access to USOC resources and information
4. Local delivery mechanism for USOC Sponsors
5. National Governing Body (NGB) partnership
6. Use of CODP logo, increasing visibility nationally and within the community
7. Development of relationships with USOC staff, NGBs, USOC Partners, MSOs, as well as National and International experts on sport development.
8. Commitment to youth gives the community a common goal
9. Recognition by local government, schools, sport groups and community based organizations.
10. Local operator granted access to USOC-related sports information, assistance, and resources, such as materials and services from International Relations, Sports Science and Coaching, Athlete Services, and Public Relations
11. Attract top athletes and coaches
12. Leverage additional local funding opportunities
13. Media exposure
14. Annual CODP Conference
15. Grant and Funding Opportunities
16. Potential equipment
17. Website recognition
18. Promotional materials from the USOC
19. Volunteer Opportunities
20. USOC CODP visits and community connections
21. USOC Guest Speaker Opportunities
22. Dedicated USOC Staff Liaisons
23. Government Relations assistance
24. Olympic Day hosting opportunities
25. Job postings on teamusa.org
26. Connection with the U.S. Olympic and Paralympic Alumni Association



CODP TESTIMONIALS

“This designation has been a great benefit to our community collaborating with public parks and citizen groups who are interested in supporting the Olympic movement. One of the greatest of these benefits is the exposure of youth to sport at the grassroots level with a vision to pursue a dream.” —*Springfield-Greene County Parks and Recreation*

“Being a CODP has strengthened San Antonio Sports’ partnerships with select NGB’s. Those partnerships have exposed talented young athletes from San Antonio to new sports and opened a world of possibilities for them. Being part of the CODP has resulted in recognition for our organization, and opportunities for our athletes to travel, grow within their sport and earn scholarships to colleges and universities.” —*San Antonio Sports*

“The CODP has been instrumental in guiding us in our Olympic sports programming. The CODP as provided conferences to enrich our coaches and athletes knowledge in nutrition, competition and program structure.. The CODP program has also provided a clear line of communication with NGBs, as well as help us establish credibility with our donors.” —*Boys and Girls Clubs of Metro Atlanta*

“I think one of the important things about the CODP designation is that it just lends credibility to the program, to the coaches, to the athletes, and to us—USA Archery” —*USA Archery*

CODP PROGRAM GUIDELINES

In order to receive the Community Olympic Development Program (CODP) Designation, the USOC requires the following:

Three- Year Business Plan — The Local Operator must write a three year business plan based on the operating structure and background of the youth sports program as well as the support of the community. The plan should also include a Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis and key strategies.

The Three-Year Business Plan should address and acknowledge the following areas of criteria:

1. NGB Support — The NGB must have a presence in the selected community or have identified the community as a key development prospect for future athlete success. The Local Operator and the NGB must be a good match and must show the ability to (i) identify talented and motivated athletes in local communities and provide them with high quality coaches and programs so they can feed into NGB national team systems and (ii) develop partnerships to enhance grassroots programs in local communities providing opportunities for youth to be introduced to Olympic sport. A letter of understanding (LOU) which outlines these points must be signed by both the Local Operator and NGB.

2. Local Operator/Partner Organization — The Local operator must (i) have a mission statement that is similar to the mission statement of the CODP; (ii) demonstrate its ability to work with the NGB and MSOs; (iii) have competition management experience with NGB events; and (iv) be a 501(c)(3) non profit organization. The Local Operator must be either a sports commission or foundation that oversees multiple programs or a multi-sport organization that administers multiple programs.

3. Funding — The Local Operator will hold the fiscal responsibility for the CODP. The Local Operator must demonstrate ability to access community resources through foundation and corporate grants, events and individual donations. Corporate grants can be received from existing USOC sponsors if available. The Local Operator must provide final budgets for the previous two years within the business plan.

4. Sponsorship — The Local Operator can ONLY solicit and secure corporate sponsors for the CODP from existing USOC sponsors and their local/regional affiliates. The USOC will provide the Local Operator with a list of current USOC sponsors. The local operator may be connected to a non-profit foundation but any CODP structured programs can only be sponsored by current USOC partners. The Local Operator may receive donations and community support for the CODP.

5. Training and Competition Facilities — The CODP is a program dependent on using the infrastructure of sports facilities already existing in the community; therefore, there must be existing facilities or a plan to create such facilities to meet the needs of the CODP. Good examples of existing facilities would include collegiate facilities, private and public schools, athletic clubs, and parks and recreation facilities that the Local Operator can access.

6. Feeder Programs — The Local Operator must provide an inventory of feeder programs that currently exist or a plan to create such programs (e.g., schools, universities, MSOs, parks and recreation groups) that can be used to identify talented



and interested young athletes. These feeder programs will help expand the grass-roots portion of the mission with the CODP being the next step in athlete development to the elite level (NGB National Team System).

7. Transportation — Accessible, safe and affordable transportation is imperative for a CODP location. The athletes must be able to access training facilities at a reasonable cost so that the program will continue to attract new athletes.

8. High Level Coaches and Coaches' Education — The success of the sport programs relies on the expertise of top NGB-certified coaches who can train and develop athletes as well as educate new local coaches. The community must have available coaches in place or a plan to recruit them, in coordination with the NGB. There must also be a commitment to educate, train and certify community coaches to expand the pool of local coaches to ensure the longevity of the program.

9. Reporting Structure — Working with the USOC Staff Liaison, the Local Operator is required to send quarterly reports due to the USOC for review and provide a copy of its Annual Report and financials each year, due February 15th to the USOC.

10. Measurable Outcomes — please refer to page 9

APPLICATION OVERVIEW

In order to be considered for a CODP designation, all interested non-profit youth sport programs should provide a business plan with the following information in this order:

Contact Information:

- Program Name
- Main Contact Person
- Address
- Office Phone
- Email
- Website

Current Program Information:

- Program Mission Statement
- Proposed CODP Mission Statement (what would your mission statement be with the addition of CODP status?)
- Documentation of 501c3 status
- Executive Summary (provide a background on the program, including the community's involvement)
- Vision (what the program hopes to accomplish and provide to athletes in the next 5-10 years)
- Sport information (which sport (s) does your program focus on?)
- Coaching and Support Staff (provide a list of all coaches including their NGB certifications along with a breakdown of additional facility support staff. Include any coaching education opportunities provided by the program)
- Athlete information (please list the number of youth athletes ages 5-19 involved in your program, any demographic information, including diversity, would be helpful as well)
- Fees and Scholarships (please list all program fees and any reduced fee/scholarship programs available. Include any equipment fees and/or equipment provided by the program)
- Training information (provide an overview of the daily training and outreach activities, including sports, athletes, teams, coaches and any other information to give us a better understanding of your program)
- Competition Information (provide an overview of all competitions hosted by your program over the past 3 years and any upcoming plans for the next 2 years)



- Outreach Programs (provide a list and explanation of all youth outreach programs and partnerships, demonstrating the program's commitment to developing or expanding community youth sport programs and grow sport in the United States. Please also include any partner organizations involved in Outreach programs, i.e. schools, etc.)
- Facilities Description (where the athletic training is taking place and what sort of agreement does the program have with the facility for use)
- Transportation (what transportation options are available to athletes and at what cost to the athlete)
- Roster of Organization or Program Board Members
- Current Goals and Objectives of the Program (may be part of your strategic plan or goals for the next two years)
- Do you perform background checks on those staff/coaches that have access to athletes? If so, what databases do you check and who is your background check provider?
- SWOT Analysis of your Program (Strengths, Weaknesses, Opportunities and Threats)
- Athlete Safety Programs (Please provide an executive summary and description of your Athlete Safety Program and list where the policy can be found (i.e. code of conduct, employee handbook). Please also verify if your Athlete Safety Program meets the Minimum Standards Policy as included on page 9.)

National Governing Body Partnership:

- Please include a letter of recommendation/support from every National Governing Body your program would like to have included in your plan/CODP designation in your application to become a CODP
- NGB Partnership Summary (please include a summary of how your facility works with a NGB, including a list of any national team athletes and competitions hosted at your facility and any relevant information about the partnership)

Marketing and Development Information:

- List all corporate sponsors or partners of your program and indicate what level of sponsorship they have, including signage and location of signage, website recognition, pouring rights, etc.
- List all sponsors of events that your program hosts (these may be corporate partners who sponsor individual events for your events but are not considered sponsors of the program itself)
- List any building naming rights at the facilities where the program takes place
- Marketing Plan (please provide an overview of how your facility would plan to market and promote a CODP Designation should you receive such a designation). Please be aware that there can be no third party association with the CODP Designation nor may any USOC conflicting sponsors be associated in any way with the CODP Designation/Program. For a complete list of USOC Corporate Partners, please visit <http://www.teamusa.org/pages/sponsors>
- Development Plan (provide an overview of any donor programs and future fund-raising plans as associated with an CODP designation)

Financial Information:

- CODPs are expected to be self-funded and operated. Please provide an audited facility budget for the previous two years, as well as the current year budget and future budget for next year. Your budget should be specific to the athlete facility/building/program where proposed CODP program and training activity currently takes place
- Please include any community financial support information, including local community support and local/national grants received



Insurance Information:

Please provide a certificate of insurance verifying the following coverage:

1. Commercial General Liability Insurance with limits of not less than \$1 million per occurrence including:
 - a. Coverage for Bodily Injury, Property Damage, and Personal and Advertising Injury;
 - b. Participant Legal Liability providing coverage for the Local Operator resulting from liability from at least players, coaches, officials, managers, team workers, staff members, cheerleaders, medical personnel, media personnel and any other personnel who may be granted authorization to enter any restricted area(s);
 - c. Coverage for (whether through an endorsement adding coverage or an endorsement deleting an exclusion) abuse and sexual molestation;
 - d. Non-owned and Hired Auto Liability (unless such coverage is included within a commercial automobile liability policy);
 - e. Employees and volunteers included in the definition of insured parties;
2. Automobile Liability Insurance for all owned or leased vehicles with limits of not less than \$1 million combined single limits
3. If required by state statute, Worker's Compensation Insurance with statutory limits, and Employers Liability Insurance with limits of not less than \$100,000 Each Accident, Disease and Disease-Each Employee.
4. Accident insurance covering all participants involved in Program activities with limits of not less than \$25,000 per covered accident, with a deductible not to exceed \$500 per accident. Coverage may be written on a secondary basis to coverage carried by or on behalf of any individual participant.

Additional Information:

- Letters of reference/recommendation from athletes and local community leaders
- Photos and/or video of program and facilities

ROLE OF EACH PARTNER

The USOC will provide:

- a. A staff liaison from the Training Sites and Community Partnerships division to answer questions about the USOC as well as provide USOC information on grants, initiatives, educational materials and events;
- b. Use of CODP Marks (per contract);
- c. USOC-funded annual conference for CODP representatives
- d. Coordination of access and involvement with USOC community based Multi-Sport Organizations (i.e. YMCA, Boys and Girls Clubs, Armed Forces, etc.) for participation in CODP;
- e. USOC-related information, assistance, and resources, such as materials and services from International Relations, Sports Science and Coaching, Athlete Services, and Public Relations;
- f. Acknowledgment on USOC Website with a link to your website/local operator information;
- g. Recognition of CODP status and Olympic family ties to local government, community leaders via letters of support, phone calls and meetings provided by USOC Representatives;
- h. Access to Olympic marks and exclusive products for purchase from USOC Licensees, for fundraising and community programming.



THE LOCAL OPERATOR WILL PROVIDE:

- a. Annual program reports and quarterly reports in accordance with Exhibit A of the CODP contract;
- b. Completed Program Guidelines in accordance with Exhibit B of the CODP Contract;
- c. Office space, equipment, and supplies for the CODP Program Manager and CODP administrators and coaches, including copiers, computer hardware and software, and telephones;
- d. Establishment of a local steering committee or board of directors, which shall be listed in advance of this agreement, comprised of local leaders, including representatives from schools, universities, businesses, local parks and recreation groups, community based organizations, and local governments, to oversee development of the CODP in the community;
- e. Interface with applicable city, state and school officials and agencies;
- f. Annual financial reports for USOC review;
- g. Sports equipment for operation of the CODP;
- h. Uniforms, awards, etc. for participants, volunteers and coaches;
- i. Website acknowledgement;
- j. Host and organize special events for outreach for CODP;
- k. Letter of Understanding with the NGB through which the NGB participates in and provides benefits to the CODP;
- l. Insurance in accordance with Exhibit D of the CODP contract.

MORE INFORMATION ON THE LOCAL OPERATOR AND FUNDRAISING

The Local Operator will have the ability to raise funds on its own for the partnering organization's existing programs and therefore, should maintain its own identity. In order to protect the investment of overall USOC sponsors, the CODP must raise its funds through local affiliates of USOC sponsors, with USOC consultation, or through other non-marketing means such as donations and grants.

RECOMMENDATIONS FOR SUCCESS

What has made the existing CODPs successful?

- Partnership with local sports organizations including community based organizations and Parks and Recreation
- Community and NGB support – financial and other resources
- Pre-existing quality coaches, preferably trained and certified by the NGB
- Pre-existing sport culture
- Parent involvement
- Year-round, sport specific training program focused on long-term athlete development
- High quality, intermediate level competitions
- CODP hosted events
- Athletes feeding into the NGB National Team systems
- International competitions/exchanges



- Participation in NGB competition, camps, clinics and other activities
- Augment school programs rather than compete with them
- Utilization of available university facilities/programs
- Volunteer or staff grant writer
- Internships
- Strong volunteer base
- Inclusion of government officials in events
- Sport science
- Inventory of quality facilities
- Diverse athlete and coach participation
- Support from the local media
- Athlete role models
- The Olympic terminology which engages the community and opens new doors
- Train local PE teachers, who will implement the sport into PE classes
- Relationship with local school districts to assist with accessible and affordable transportation

MEASURABLE OUTCOMES

Once all of the designation criteria are met and a contract is signed, the contract is based on a yearly renewal process as well as the recognized CODP meeting certain performance requirements such as:

- Increase in sport participation
- Increase in NGB memberships
- Track athletes competitions and results-improved athlete performance
- Additional venues for NGB events and programs
- Increase local funding for NGB programs/events
- Certification and training of local coaches
- Host clinics, events and provide coaches training and educational opportunities
- Increased community partnerships for sport development and sport performance

MINIMUM STANDARDS FOR ATHLETE SAFETY AT CODPS

The United States Olympic Committee requires that the Local Operator for each CODP adopt an athlete safety program that includes, at a minimum, the following components:

1. Prohibited Conduct

A policy which prohibits and defines the following misconduct:

- Bullying
- Hazing



- Harassment (including sexual harassment)
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct (including child sexual abuse)

The policy shall apply to (1) CODP employees; and (2) individuals the CODP formally authorizes, approves or appoints (a) to a position of authority over, or (b) to have frequent contact with, athletes.

Comment(s):

- (a) Prohibited misconduct shall include, without limitation:

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. For factors that may be relevant to determining whether an imbalance of power exists, consult the USOC's Athlete Protection Policy.

- (b) Local Operators are not required to prohibit misconduct as specifically categorized above. For example, a Local Operator may prohibit sexual harassment as "harassment," "sexual harassment," or under some other category or definition.

We recommend that Local Operators define each particular type of misconduct in their athlete safety policies, however, Local Operators are free to use the definitions set forth in the USOC's Athlete Protection Policy, found in the USOC's SafeSport Policies at <http://www.teamusa.org/About-the-USOC/Organization/Legal/Governance-Documents.aspx>.

2. Criminal Background Checks

Each CODP shall require criminal background checks for those individuals it formally authorizes, approves or appoints (a) to a position of authority over, or (b) to have frequent contact with, athletes. For purposes of clarification, a CODP is considered to formally authorize, approve or appoint an individual in instances where the CODP has control over the appointment process.

3. Education & Training

Beginning January 1, 2015 each CODP shall require education and training concerning the key elements of their safety program for those individuals it formally authorizes, approves or appoints (a) to a position of authority over, or (b) to have frequent contact with, athletes. Before January 1, 2015 each CODP shall offer and encourage the same.

4. Reporting

Each CODP shall establish a procedure for reporting misconduct.

5. Enforcement

- a. Each CODP shall have a grievance process, which is materially free of bias and conflicts of interest, to address allegations of misconduct following the report or complaint of misconduct which has not been adjudicated under a criminal background check.
- b. In cases where the Ted Stevens Act applies, each CODP shall comply with the Act's requirements.
- c. The grievance process, whether by policy or operation of law, shall include the opportunity for review by a disinterested individual or body.

6. Other

- a. These minimum standards may be amended from time to time by the USOC.
- b. In implementing an athlete safety program, CODPs shall be guided by the principle that supporting the health and safety of its athletes is a key element of its managerial capabilities.



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- c. Failure to meet the minimum standards as set forth in this policy may result in disciplinary action by the USOC including, without limitation, the termination of the CODP Designation.
 - d. Exceptions to these minimum standards based on the organizational structure of the CODP may be granted by the USOC on a case-by-case basis where appropriate, provided that such exceptions do not materially endanger athletes.

CONTACT INFORMATION

Please contact the Athlete Services and Programs division of the USOC for more information:

Alicia McConnell

Director, Training Sites and Community Partnerships

1 Olympic Plaza

Colorado Springs, CO 80909

Phone: 719-866-4868

Email: Alicia.mcconnell@usoc.org



MARKS USAGE EXAMPLES

Signage



Brochure

Holiday Camp
Dec. 28 - 30, 2010

The Holiday Camp will focus on skills, shooting, and small area games. The program will be designed for advanced skaters who want to maintain their conditioning levels and fine tune their skills in game situations. They will be challenged in various drills, and have fun while preparing for the second half of the season.

	Gold Division	Silver Division
Dec. 28	7:45 - 9:15 PM	6:00 - 7:30 PM
Dec. 29	6:00 - 7:30 PM	7:45 - 9:15 PM
Dec. 30	7:45 - 9:15 PM	6:00 - 7:30 PM

Fees are \$45 per player \$25 goalie.
 All players must have USA Hockey Insurance. Detach and submit registration with payment to Mediacom Ice Park or mail to:

Mediacom Ice Park
 Attn: Joe Combs
 635 E. Trafficway
 Springfield, MO 65806

Registration Form

Parent / Guardian Name: _____
 Address / City / State / Zip: _____
 Email address: _____
 Home phone: _____ Cell phone: _____
 Player Name: _____ Player Age: _____ DOB: _____
 Home phone: _____ Cell phone: _____
 Player level for the 2010-2011 season (please circle): Silver - Squirts PeeWee Gold - Bantam Midget
 Please make checks payable to Mediacom Ice Park. Credit card type _____ Exp _____
 Number _____ Signature _____

My family and I hereby waive and release the Springfield-Greene County Park Board and its representatives from claims for damages and/or injuries incurred while participating in or as a spectator of the Springfield-Greene County Park Board activities. I/We also give permission to be photographed while participating in or as a spectator in the activities, and allow use of photographs for Park Board promotional purposes.
 Springfield-Greene County Park Board Cancellation Policy: If you cancel, we must receive a letter at least five (5) business days before the activity begins. You may choose to transfer to another activity, or receive a refund (less a \$10 processing fee). Refunds take 2-3 weeks. I have read the above waiver/ release and accept the conditions herein.

Player Signature _____ Date _____ Parent/Guardian (if under age 18) _____ Date _____

Special Thanks To:
 Ozarks Coca-Cola Bottling Company Springfield-Greene County Park Board
 St. John's Health Tracks

Business card Composition

PRIMARY ORGANIZATION MARK

JOE SMITH
 Director
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 321-321-2345 [cell]
 joe.smith@usayso.org

PARTNER DESIGNATION FLAG 5 RINGS

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 joe.smith@usayso.org

CODP

CODP with no Organization mark

BOYS & GIRLS CLUBS OF AMERICA

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CODP

CODP with Organization mark

