



**BOBSLED★**  
**SKELETON**

**2022 - 2023**  
**USABS Athlete Handbook**

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## **USABS CONTACT INFORMATION**

The USABS staff contact information: <https://www.teamusa.org/usa-bobsled-skeleton/about-us/contact-us>

The USABS Athlete Advisory Committee information: <https://www.teamusa.org/USA-Bobsled-Skeleton/Resources/For-Athletes/Athlete-Advisory-Committee>

The USABS Board of Directors and Committees: <https://www.teamusa.org/usa-bobsled-skeleton/resources/board-of-directors-and-committees>

## **USABS MISSION, VISION, AND VALUES**

### **Mission**

*Empower United States athletes to achieve sustained competitive success in bobsled and skeleton and pursue personal excellence and well-being.*

### **Vision**

*Be the world leader in bobsled and skeleton both on and off the track.*

### **Values**

#### Teamwork

Support, encourage and respect your teammates. Be coachable, and work with sponsors. While positive rivalries are encouraged, work together transparently for the greater good of our team.

#### Commitment

Show up better than you were yesterday. Prepare yourself as if every event is a Winter Games. Don't be afraid to fail, and remember that pushing yourself beyond your comfort zone delivers greater growth.

#### Integrity

Play by the rules, compete clean, and remember that you are proudly representing yourself, your team, your sponsors, and your country. Respect teammates, competitors, and coaches, and always remain accountable.

## **2022-2023 USA BOBSLED AND SKELETON CRITERIA**

The USA Bobsled/Skeleton (USABS) Selection Criteria for the 2022-2023 season encompasses a number of phases and events. For additional information on the criteria for the current season, visit <https://www.teamusa.org/usa-bobsled-skeleton/Resources/For-Athletes/Criteria>.

### **Bobsled Team Combinations**

The role of the U.S. Bobsled Team Selection Committee is to follow the USABS Selection Criteria to name the National Team each season. This committee meets prior to the start of the season to determine National Team members, midseason to review the National Team and prior to the IBSF World Championships or Olympic Games to determine each team.

USABS coaches are responsible for determining the team combinations for National Team members, including IBSF World Cup, NAC and EC competitions. Any remaining NAC/EC bobsled team combination openings will be determined by athletes and may include recommendations by coaches.

The number of athletes selected to the National Team by the U.S. Bobsled Team Selection Committee will be based on IBSF quotas using the table below.

<b>Men</b>	<b>Pilots*</b>	<b>Push Athlete(s)</b>	<b>Total</b>
Quota 1	1	4	5
Quota 2	2	8	10
Quota 3	3	11	14

<b>Women</b>	<b>Pilots</b>	<b>Push Athlete(s)</b>	<b>Total</b>
Quota 1	1	2	3
Quota 2	2	4	6
Quota 3	3	5	8

\*in some cases it is possible to have a different 2-man and 4-man pilot which would increase the number of pilots.

## **2022-2023 IBSF SCHEDULE**

The IBSF schedule for each circuit can be found here: <https://www.ibsf.org/en/inside-ibsf/downloads>

## **USABS POLICIES & PROCEDURES**

Membership in USA Bobsled/Skeleton is a privilege, not a right. All members, including athletes, coaches, officials and volunteers, must conduct themselves in a sportsmanlike manner, and be responsible for their actions in training, competition, traveling to and from events, and while at locations hosting games, camps, or events. Members are also responsible for knowledge of, and adherence to the rules and procedures of USABS. Unsportsmanlike conduct may result in removal from the team, an event, or future events.

Sportsmanlike conduct is defined as, but is not limited to: respect for opponents, competition officials, employees, the public; respect for facilities, privileges, and operating procedures; general courtesy and good manners; acting responsibly and maturely; refraining from the use of profane or abusive language; and abstinence from illegal and banned drugs.

Policies and procedures are in place to ensure equality, fairness, your safety and the safety of the Team. USABS will provide an equal opportunity to amateur athletes, coaches, trainers, managers, administrators, and officials to participate in bobsled and skeleton competitions without discrimination on the basis of race, color, religion, age, sex, sexual orientation, or national origin consistent with the mandates and policies of the U.S. Olympic and Paralympic Committee (USOPC) and the International Olympic Committee (IOC).

All USABS members must adhere to the following policies and procedures.

### **General USABS Policies & Procedures**

- Absolutely no performance enhancing drugs, illegal stimulants, or recreational drugs are permitted.
- Hazing and sexual harassment are not permitted.
- Abusive behavior towards athletes, coaches, or staff is not permitted.
- Mandatory attendance at group scheduled on-ice training, programs, and meetings.
- USABS will not make arrangements (flights, rooms, cars) for family and friends.
- Policy on athletes or staff traveling with children/family:
  - USABS recognizes the desire for some athletes and staff to travel with their children and/or families at both domestic and international competitions. USABS does not endorse this practice due to the potential distraction it may create, both to the athlete/staff member and other team members. If an athlete or staff member wishes to have a family member accompany them on funded trips, the following guidelines must be adhered to:
    - USABS will not cover any additional expenses incurred to accommodate the family members.
    - The athlete or staff member must participate in all team functions without family members present unless approved by the Head Coach.
    - While training or competing, family members or friends may not enter restricted athlete/staff areas without the permission of the Head Coach.
    - If the family member is a minor, another adult must also be present, in addition to the athlete or staff member.
    - Only registered service animals are allowed to travel with staff or athletes.

### **Membership**

USABS membership runs from July 1st - June 30th. Participation in any USABS and USOPC activities, including the ice house, camps, OPTC housing and athlete stipends requires an athlete to have a complete membership before participation.

### **Travel Policies & Procedures**

#### **Flights**

- Head Coaches and the Director of Operations set all flight schedules (World Cup and/or funded events) to and from the athlete's resident location.
- Any changes to tickets must be approved by both the Head Coach and Operations Coordinator.
- Athletes are not permitted to change any tickets booked and paid for by USABS without written permission from the Head Coach and Operations Coordinator
- If the Head Coach and Operations Coordinator approve an athlete's ticket change, the athlete is responsible for making all changes and paying any fees or expenses incurred.

### **Luggage**

- For funded athletes, USABS will pay for the first piece of standard luggage that complies with airline regulations for weight and size. All additional luggage expenses are the responsibility of the athlete.
- To receive reimbursement of luggage expenses, athletes must follow the USABS Reimbursement Policy. If airline luggage policies change, these policies may be readdressed.
- USABS will pay for skeleton sleds and runner cases for funded athletes.
- Athletes may be able to pack one additional duffel in the crates, if space allows.

### **World Cup Room/Board**

- The Head Coach and Operations Coordinator will create the rooming lists with double occupancy.
- If there is a single room available, this will be provided to the highest ranked bobsled athlete. Skeleton athletes will rotate allocation of a single room, if available.
- If an athlete wishes to stay in a single room, they will be responsible for paying all additional expenses resulting from the request (to include an additional single upgrade if the then-remaining previously doubled athlete cannot be paired elsewhere), and must convey that desire to the Operations Coordinator at least seven (7) days prior to check-in.
- Athletes are not permitted to make rooming changes. Any rooming changes made directly with the hotel by an athlete will result in a written warning.
- On trips, curfew is set for 12:00 am (midnight) unless changed by the Head Coach.
- Neither family, friends, nor visitors are permitted to linger in team members' rooms past curfew, unless granted permission by the Head Coach.
- The team is expected to eat all team meals together with appropriate attire per the dress code.
- Any specific meal requests must be approved by the Nutritionist and conveyed to the Operations Coordinator at least seven (7) days prior to check-in. Athletes may NOT make specific food requests to the hotel or hotel staff.

### **Transportation**

- USABS will provide rental vehicles while on the World Cup Tour commensurate with the team's needs per location.
- Each rental vehicle will be assigned to a specific athlete. That athlete may designate another driver, provided they meet rental company regulations. Each athlete may opt to further monitor who is driving the vehicle and when. The assigned bobsled pilot or

skeleton athlete is ultimately responsible for the vehicle and payment of any vehicle damage or tickets issued. If they have chosen to further monitor driving, they may be able to assign charges to a specific team member.

- Athletes must assist coaches in taking pictures/video of vehicles prior to vehicle pick-up and drop-off. Coaches and athletes should make every attempt possible to ensure vehicles are washed and the inside is clean before returning them. Any cost incurred outside of normal wear and tear to the inside of the vehicle will be the responsibility of the assigned driver unless they have chosen to further monitor driving and the cost can be attributed to an alternate athlete.
- In the event a bill for a speeding or traffic ticket is received by USABS, an invoice payable to USABS for the balance plus any applicable wire transfer fees will be directed to the assigned athlete. USABS will not cover any expenses associated with traffic violations.
- Athletes must report damages to the Operations Coordinator immediately. The authorities must also be contacted for an accidents/damages to preserve the ability of USABS to file a claim. If they do not, they will be billed for the damages to said vehicle. USABS will assume responsibility of any bills associated with vehicle damage if all the following requirements are met:
  - Video and pictures are taken of the vehicle prior to pick-up and drop-off.
  - A claim form is filled out and damage is not the fault of negligence or recklessness by the athlete or coach.
  - The athlete/coach turns in vehicle and obtains receipt from the rental agency. In the event an early flight is booked and the rental company is not open, then the athlete/coach should document this with picture/video of the vehicle. Vehicles cannot be left in airport parking areas, but must be returned to the rental agency regardless of the flight departure time.
- If an athlete wishes to rent their own vehicle, they will be responsible for all related expenses included, but not limited to, gasoline, tolls, rental insurance, and reservations.

### **Sled Shipping**

- Athletes are responsible for packing their container. Pilots must review and update the itemized packing list provided to them by their coach or Operations Coordinator and return it at least 10 business days prior to departure. Packing lists submitted less than 10 days before departure will result in the athlete incurring the fees associated with the carnets.
- Pilots are responsible for all fines that may occur based upon errors in the submitted carnet.
- DO NOT LOAD - any hazardous or DG materials, liquids, batteries of any kind - these items will be identified by x-ray and will delay the shipment. This will incur additional costs if anything not permitted is identified by terminal or customs. Additional costs will be the responsibility of the athletes.
- Athlete gear or personal items may not be stored in the USABS garage or the USABS Office.

### **Olympic & Paralympic Training Center (OPTC) Access**

- Athletes and staff must complete all required paperwork including, but not limited to waivers, U.S. Center for SafeSport training, and background checks *72 hours before arrival* to any USABS sanctioned event. If the required paperwork is not complete by this

time USABS may restrict OPTC access and participation in USABS activities.

- Formal acceptance for OPTC housing is based on bobsled/skeleton tiers and coaching and performance staff determinations. Acceptance into designated housing programs will come from the Director of Operations. Resident athlete beds run from July 1st-June 30th.
  - Housing for camps, schools and competitions at the OPTC's will be requested by RSVP to Wufoo forms sent by the Director of Operations. Beds will only be allocated to athletes who complete the Wufoo form.
  - Athletes who wish to request OPTC housing or facility use outside of designated camps, schools or competitions must do so to the Operations Coordinator at 7 least days prior to arrival.
  - Staying at the LP and COS OPTC's is a privilege and athletes must follow all OPTC policies during their stay.
- OPTC Handbook: The OPTC Handbook can be found here: [https://www.teamusa.org/-/media/TeamUSA/Athlete-Services/OPTC\\_Training\\_Centers\\_Athlete\\_Handbook\\_11\\_10\\_2021\\_FINAL-ua.pdf](https://www.teamusa.org/-/media/TeamUSA/Athlete-Services/OPTC_Training_Centers_Athlete_Handbook_11_10_2021_FINAL-ua.pdf)

### **OPTC Shuttles/Transportation Requests**

- Transportation is available to and from the OPTC from the Albany, Saranac Lake, and Plattsburgh Airports. Shuttle requests must be sent to [hannah.beaumont@usabs.com](mailto:hannah.beaumont@usabs.com) a minimum of 10 days prior to the scheduled arrival/departure and must include airline, flight # and arrival or departure time. In some instances, athletes may be asked to input their flight information into a Google sheet rather than emailing the Operations Coordinator. **Shuttles are subject to OPTC driver availability and are not guaranteed.** Early morning departures are unlikely to be accommodated. If flights are canceled or delayed, individuals must notify the OPTC at 518-523-2600 and the Operations Coordinator as soon as possible.

### **Competition Integrity Policy**

- If either a pilot or push athlete refuses to compete, then they will be replaced by the next highest ranked pilot or push athlete (by position) and the athlete that refuses to race can elect to remain with the team on a self-funded basis, or USABS will fund their flight home.
- All athletes are expected to uphold the Olympic values and ideals while representing the USABS in competition and training. This includes, but is not limited to international and national races, on- and off-ice training, race-offs and other data collection, and equipment testing. Failure to display a high level of integrity, morals/ethics, and sportsmanship can result in disciplinary action.

### **Disciplinary Action**

Failure to comply with any of the above provisions is a violation of the USABS Team Policies and may lead to disciplinary action as determined by the Head Coach, Director of Sport Performance, and/or CEO. The severity and the number of violations will be taken into account when disciplinary action is taken. Reference the USABS Team Policies.

### **Waiver Request Policy**



- All waiver requests (medical & non-medical) will have a \$100 fee per waiver request. Individuals whose waivers are approved will receive a \$100 refund. Denied requests are non-refundable.

### **SafeTrip Insurance**

- In an effort to insure USABS athletes and staff have the appropriate insurance/protection while competing and/or training internationally (Europe, Canada and Asia), SafeTrip insurance is required.
- All athletes while competing internationally will have their SafeTrip insurance premium fees arranged and covered by USABS. If competing or training on any circuit other than World Cup, it is the athlete's responsibility to communicate, at least seven (7) days in advance, their need for coverage to the Operations Coordinator. Funded World Cup athletes will be automatically covered for all World Cup events. All other athletes must request coverage when competing in international events.
- Athletes are responsible for all costs associated with services provided even if USABS pays any upfront fees associated with treatment.
- Any change in dates or alterations in coverage must be communicated to the Operations Coordinator as soon as possible to allow for billing adjustments. Failure to do so will be the sole financial responsibility of the athlete.
- Policy highlights include:
  - Physicians' fees and hospital expenses;
  - Emergency dental expenses; and
  - Sport injury coverage.
- For more details on SafeTrip insurance, visit [www.uhcsafetrip.com](http://www.uhcsafetrip.com) or contact the Operations Coordinator.

### **Outstanding Invoices**

- Invoices issued to athletes will be subject to late fees if not paid within thirty (30) days of their issue. A 2% interest charge will be added to the balance of the invoice once it has been outstanding for thirty days, and for every additional thirty days thereafter.
- In order for an athlete to be a member in good standing with USABS, all invoices must be paid.
- Failure to make efforts to resolve your debts will be considered a USABS Team Policy violation.

### **Requests for Reimbursement**

- If an athlete incurs an expense, believed to be reimbursable by USABS, the receipt must be submitted to the Chief Financial Officer within **60 days** of the expense being incurred.
- If an athlete submits the receipt to anyone other than the Chief Financial Officer, it is ultimately the **athlete's responsibility** to make sure it reaches the Chief Financial Officer within the 60 days.
- Requests for reimbursement will be reviewed by the Chief Financial Officer and respective team coach for approval. If a receipt is submitted more than 60 days after the expense is incurred, it will not be approved for reimbursement.

### **IBSF Licenses**

- Athletes are required to present a valid IBSF license prior to competing in IBSF sanctioned events.
- In order to obtain an IBSF license, an athlete must be an active USABS Athlete Member in good standing with the federation. It is the responsibility of the athlete to ensure that all information is provided to complete the membership application process (physical, code of conduct, background check, Impact test).
- USABS membership does not automatically guarantee that USABS will support an IBSF license.
- USABS will not provide IBSF licenses for an athlete's family or friends.
- The IBSF license is valid for one season (October 1 – September 30).
- An athlete must be declared medically fit to participate in bobsled and/or skeleton to be granted an IBSF license. All medical portions of the membership application must be completed for review by the USABS Chief Medical Officer. It is the Chief Medical Officer's determination, based upon the information provided, any examinations, or additional information requested, if the athlete is medically fit to hold an IBSF license. It is the responsibility of the athlete to provide additional information as requested by the Chief Medical Officer.
- Requests for an IBSF license made less than five days before competition are not guaranteed.
- Bobsled drivers must provide a list of potential push athletes for the entire season to the USABS office prior to the start of National Team Trials for licensing purposes.

### **Grievances, Suspensions and Appeals**

Team USA is committed to principles of fairness, due process, and equal opportunity. Members are entitled to fair treatment, in compliance with USABS & USOPC policies and procedures. Members are also entitled to fair notice and an opportunity for a hearing before being prevented from participating in protected competition. **Each athlete, coach, volunteer, or other party involved with the USABS is required comply with the USABS Code of Conduct and Team Policies, and by doing so accepts the standards described herein.**

## **USABS TEAM POLICIES**

### **Athlete Pledge**

I pledge to uphold the spirit of the USABS Team Policies (the “Team Policies”), which offers a guide to my conduct as a member of the Team (the “Team”). I acknowledge that I have a right to a hearing if my opportunity to compete is denied or if I am charged with a violation of the Team Policies. I have familiarized myself with the Team Policies and understand that acceptance of its provisions is a condition of my selection to the Team.

Athletes receiving funding or equipment support are required to participate in all events that are determined by the coaching staff to be in the best interest of the team. These events may include, but are not limited to, IBSF races on all levels, National Team Trials, Push Championships, team camps, and training camps. Refusal to participate may result in reduction in financial or equipment support.

### **As a Member of the Team, I hereby promise and agree that I:**

- will abide by all rules related to the Team selection procedures as approved by USABS;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- will maintain a level of fitness and competitive readiness that will permit me to compete satisfactorily in USABS training camps and National and International competitions designated by USABS. Accordingly, I agree to train and compete as a member of the National Team and to fulfill the National Team training and competition program as mutually agreed upon with the respective National Team Coach. I will also provide written monthly training and competition reports to my respective National Team Coach upon request.
- will submit to a physical exam if my ability to compete is compromised;
- will adhere to all USABS and U.S. Center for SafeSport policies;
- will not commit a doping violation as defined by the International Olympic Committee (IOC), World Anti-Doping Agency (WADA), the United States Anti-Doping Agency (USADA), the United States Olympic & Paralympic Committee (USOPC) or the International Bobsleigh and Skeleton Federation (IBSF) rules;
- am not currently serving a suspension because of an anti-doping rule violation and have no pending or unresolved anti-doping rule violation, except as I have informed USABS in writing, and I understand that such suspension, or pending or unresolved anti-doping rule violation may be cause for my not being selected to the Team;
- will not engage in any conduct that is criminal under any laws applicable to me, including, but not limited to laws governing the possession and use of drugs and alcohol and providing of drugs to any person and of alcohol to minors;
- will not participate or assist in any gambling or betting activities associated with any event related to my sport or my participation;
- am eligible to compete under the rules of IBSF;
- will refrain from conduct detracting from my ability or that of my teammates to attain peak performance;
- will not lend or rent equipment to athletes from a competing nation (regardless of discipline) without written prior approval from head coach and CEO;

- will respect the property of others whether personal or public, including property and equipment owned or provided by USABS sponsors;
- will respect and protect USABS sleds, intellectual property and other equipment;
- will respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse;
- will follow my Team's rules, including by way of example, rules regarding curfew and required attendance at team meetings;
- am aware that USABS sponsors, suppliers, and licensees provide critical support to the Team and, in recognition of this fact, I will wear designated USABS apparel at all official Team competitions (except in the case of Personal Performance Gear), official training, functions and events;
- will not conceal or cover-up any USABS sponsor, supplier, or licensee brand or other identification appearing on USABS apparel or equipment;
- agree to be filmed and photographed by the official photographer(s) and network(s) of USABS under conditions authorized by USABS and give event organizers and USABS the right to use my name, picture, likeness, voice and biographical information before, during and after the period of my participation in these activities to promote the activity in which I participate or to promote the success of the team on which I compete; in no event may USABS or the event organizers use or authorize the use of my name, picture, likeness, voice and biographical information in a manner that would imply an endorsement of any company, product, or service, without my written permission;
- will not use or authorize the use of photographs, films or videos of myself in my USABS apparel or equipment or the use of the USABS logo commercial purposes, without the prior written consent of USABS;
- will not use or authorize the use of photographs, films or videos of my teammates for commercial purposes without written consent by my teammates;
- will not author, forward, or post vulgar or offensive notes, texts, photographs, or other content online that reflects negatively on me, my team, other individuals, or USABS, or that conflict with the spirit or intent of the Team Policies, including but not limited to hateful, inflammatory, anti-American rhetoric or sexually explicit content. Whenever possible, I will discourage others from posting vulgar or offensive notes, texts, or photographs of similar content online that could be deemed unflattering or damaging to my, or others', reputation, or the reputations of the team, USABS, or USABS sponsors.
- understand that if I require legal representation because I am accused of a doping violation or am accused of criminal misconduct, or if for any other reasons I require the services of an attorney, I will be personally responsible for payment of such legal fees and expenses;
- will act in a way that will bring respect and honor to myself, my teammates, USABS and the United States, and will adhere to the core values of USABS; and
- will conduct myself as an ambassador for my sport, my country, and the Olympic Movement.

Failure to comply with any of the above provisions is a violation of the USABS Team Policies and may lead to disciplinary action as determined by the Head Coach, Director of Sport Performance, and/or CEO. The severity and the number of violations will be taken into account when disciplinary action is taken. Disciplinary action for violation of any provision in the Team Policies may include any, all or any combination of the following: (i) a written reprimand; (ii)

probation; (iii) imposition of fines (including with respect to reimbursement of expenses incurred by USABS); (iv) reduction of financial or equipment support; (v) suspension or removal from the appropriate Team.

The Athlete has a right to fair notice and an opportunity for a hearing per Article 9 of the USOPC Bylaws prior to USABS denying the opportunity to compete of any Athlete.

#### **Athlete Ombuds**

I may contact the USOPC Athlete Ombuds, toll free at 888.ATHLETE (888.284.5383), [ombudsman@usathlete.org](mailto:ombudsman@usathlete.org) or visit <https://www.teamusa.org/athlete-ombuds> for further information regarding my rights under this Code.

#### **Athlete Retirement and/or Return from Retirement**

All athletes must contact USABS with their intention to enter retirement or return from retirement. An athlete must also follow the guidelines and procedures from the United States Anti-Doping Agency (USADA). USADA's policy can be found [https://www.usada.org/wp-content/uploads/retirement\\_policy.pdf](https://www.usada.org/wp-content/uploads/retirement_policy.pdf).

#### **PARTICIPANTS' AFFIRMATION**

I have read and accept the USABS Team Policies. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being selected to participate as a member of the Team.

## USA BOBSLED/SKELETON ATHLETE SAFETY POLICY

### **Introduction**

USA Bobsled/Skeleton (“USABS”) is committed to creating a safe and positive environment for athletes’ physical, emotional and social development and to ensuring that it promotes an environment free of misconduct and abuse.

USABS, as a recognized National Governing Body by the U.S. Olympic & Paralympic Committee (the “USOPC”), is under the jurisdiction of the U.S. Center for SafeSport (the “Center”) and subject to the Center’s [SafeSport Code for the Olympic and Paralympic Movement](#) (the “SafeSport Code”). The Center, the USOPC and federal legislation all promulgate policies and procedures to safeguard amateur athletes and this policy reinforces those principles by providing specific application for USABS.

The [USABS Athlete Safety Policy](#) (the “Policy”) and the [USABS Minor Athlete Abuse Prevention Policy](#) (the “MAAPP”) work in concert to forward our organization’s commitment to the prevention and education efforts aimed at creating an environment free of emotional, physical and sexual misconduct and abuse, and to ensure effective and prompt resolution upon the allegation of misconduct and/or abuse.

This Policy, in addition to other USABS policies are posted: <https://www.teamusa.org/usa-bobsled-skeleton/resources/for-athletes>

*Nothing contained in this policy is intended to supersede, replace, or otherwise abrogate the USABS Bylaws, the Ted Stevens Olympic and Amateur Sports Act, or the U.S. Center for SafeSport Code for the U.S. Olympic and Paralympic Movement.*

### **Section I. Application**

1.1. **Participants.** This Policy applies to those individuals defined as Participants by the Center’s SafeSport Code. Specifically, this policy applies to the following individuals (the “Participants”):

- a) USABS Employees;
- b) Members of the USABS Board of Directors and Advisory Directors;
- c) Members of USABS Standing Committees;
- d) USABS Athlete Members (A & J);
- e) USABS Technical Members (B-Coaches and Officials);
- f) Volunteers officially recognized as such by USABS;
- g) Contractors, vendors and other individuals who are authorized, approved or appointed by USABS to have regular contact with and/or authority over athletes;
- h) Personal Care Assistants officially recognized as such by USABS; and
- i) Any other individual determined by USABS to be a “Participant”.

1.1.1. **Exception.** In limited circumstances, USABS may determine an individual(s) otherwise meeting the definition of Participant in 1.1. will not be deemed to be a Participant(s).

- 1.2. **Dual Jurisdiction.** A USABS Participant may also be identified as a USOPC Participant and subject to the USOPC Athlete Safety Policy and other applicable policies of the USOPC.

## Section 2. Jurisdiction

2.1. **Coverage.** For the purposes of this Policy, USABS shall have jurisdiction to investigate and resolve allegations of Prohibited Conduct (as defined in Section 9) that are not within the Center's jurisdiction (exclusive and discretionary) and that are not related to a matter wherein the USOPC asserts jurisdiction.

2.2. **Relevant Organizational Policies.** Allegations against USABS employees may be addressed through the USOPC's employment policies and procedures, and may also be addressed under this Policy. In addition, the USABS may address violations of this Policy under other relevant organizational policies (e.g. USABS Bylaws, USABS Code of Conduct). The USABS may address allegations against Constituents under additional relevant organizational policies (e.g. Bylaws).

## Section 3. Prevention Policies

3.1. **MAAPP.** Although there a small number of minors within the USABS membership, USABS recognizes additional safeguards are paramount to the wellbeing of minors. As such, USABS has formally adopted the mandatory components of the "required Policies for One-on-One Interactions" of the Center's Minor Athlete Abuse Prevention Policies. All Participants are subject to the [USABS Minor Athlete Abuse Prevention Policy](#) (the "MAAPP").

3.2. **Education and Training.** USABS requires that all Adult Participants remain current with the required training outlined in Part I of the MAAPP. This includes, but is not limited to, the following:

3.2.1. **SafeSport Trained Core Course.** Required for all Adult Participants (a) before regular contact with an athlete AND within the first 45 days of either initial membership or upon beginning a new role subjecting the individual to the MAAPP and (b) every fourth year.

3.2.1.1. **Medical Provider Exception.** Adult Participants who are recognized by USABS as USABS medical providers may elect to take the Health Professionals Course in lieu of the SafeSport Trained Core course.

3.2.2. **Refresher Training.** Required for all Adult Participants on an annual basis, beginning the calendar year after completing the SafeSport Trained Core course as prescribed in 3.2.1.

3.2.3. **Minor Training.** USABS will, on an annual basis and subject to parental consent, offer and provide training to Participants who are minors on prevention and reporting of child abuse.

3.2.4. **Parent Training.** USABS will, on an annual basis, offer training to parents of minors on the prevention and reporting of child abuse.

3.2.5. **Exemption for Survivor.** Exemptions from the education and training requirements found in Part I of the MAAPP will be made on a case-by-case basis for victims/survivors.

Requests may be made through USABS at [athletesafety@usabs.com](mailto:athletesafety@usabs.com) or directly to the U.S. Center for SafeSport at [exemptions@safesport.org](mailto:exemptions@safesport.org).

**3.2.6. Accommodations.** USABS will work with individuals with disabilities and individuals with limited English proficiency on a case-by-case basis to satisfy these education and training requirements.

**3.2.7. Tracking Requirements.** USABS will track all education and training requirements and perform periodic checks to ensure compliance with this Policy.

**3.3. Background Check Policy.** In an effort to further foster a safe environment, USABS is subject to the [USOPC's Responsible Sport Organization Background Check Policy](#) (the "RSO Policy"). As such, USABS requires criminal background screening as follows:

**3.3.1. Application.** The following shall be subject to the requirements of the Background Check Policy:

- a) All Adult Participants as identified in Section 1.1.;
- b) Any non-athlete individual that the USABS authorizes to train, stay or work at an Olympic Training Center; and/or
- c) Any other individual age 18 or over the USABS formally authorizes, approves or appoints to (a) serve in a position of authority over or (b) have regular contact with athletes. For purposes of clarification, the USABS is considered to formally authorize, approve or appoint an individual in instances where the USABS has control over the appointment process.
- d) Additional individuals as required by the RSO Policy and identified by USABS.

**3.3.1.1. Dual Jurisdiction.** In addition to the RSO Policy, a USABS Participant also identified as a USOPC Participant will be subject to the [USOPC Background Check Policy](#).

**3.3.2. Timing.** USABS requires a full background screening for all applicable adults as identified in 3.3.1 prior to commencement of membership. At a minimum, full background checks will be conducted every two years thereafter. A supplemental background check will be conducted in the off-years utilizing the supplemental background check search components identified in the RSO Policy.

**3.3.2.1. Age of Majority.** Athletes shall have 45 days after reaching the age of majority (18 years of age) to come into compliance with this background check policy.

**3.3.3. Search Components.** Full and supplemental background checks will be subject to the required search components as outlined in the RSO Policy.

**3.3.4. Tracking.** USABS will track all background screening and perform periodic checks to ensure compliance with this Policy.

**3.3.5. Findings Review.** Any USABS-initiated background check that results in a negative finding (e.g. red flag/red light) will be subject to USABS Official Background Screening Review Process to determine any potential impact on membership.



### 3.4. Self Disclosure.

**3.4.1 Criminal History.** Each Participant has the affirmative duty to disclose his/her criminal history. Failing to disclose or intentionally misrepresenting an arrest plea or conviction history in an application or any other information provided by a Participant during the screening process is grounds for employment, volunteer and/or membership revocation or restriction, regardless of when the offense is discovered.

If an applicant (1) is arrested, (2) pleads or (3) is convicted of a crime other than a minor, non-criminal traffic offense during the screening process, the applicant is required to disclose such information immediately.

In the event a Participant (1) is arrested, (2) pleads or (3) is convicted after the completion of the screening process, he or she has an affirmative duty to disclose such information immediately and report the offense and/or disposition to USABS at [athletesafety@usabs.com](mailto:athletesafety@usabs.com).

**3.4.2. Sport Sanctions/Disqualifications.** Any applicant and/or Participant who has been declared as suspended or permanently ineligible by another sport organization must self-disclose this information. In addition, sanctioning or risk-mitigation measures (i.e. required chaperone) related to a violation of emotional, physical or sexual misconduct must be reported. A failure to disclose is a basis for disqualification for potential applicants and a basis for disciplinary action of Participants.

**3.4.3. Criminal Activity While a Participant.** If, during the course of employment or participation in USABS programs or activities, a Participant is accused, arrested, indicted or convicted of a criminal offense against a child, it is the duty and responsibility of the Participant to notify USABS at [athletesafety@usabs.com](mailto:athletesafety@usabs.com).

## Section 4. Prohibited Conduct

Participants are prohibited from engaging in conduct (or failing to report prohibited conduct and/or abuse) identified in this section as prohibited conduct.

**4.1. Violations of the SafeSport Code.** USABS adopts and incorporates herein the definitions of Prohibited Conduct, as defined in the SafeSport Code.

**4.2. Violation of MAAPP.** Participants are prohibited from violating the MAAPP.

**4.3. Violation of USABS's Process.** Participants are prohibited from engaging in Prohibited Conduct as it relates to USABS processes; such as, but not limited to, failing to make a required report under this Policy, Retaliation, Aiding and Abetting, Intentionally Filing a False Allegation and Abuse of Process.

## Section 5. Reporting Allegations of Prohibited Conduct

USABS recognizes it can be difficult for an athlete, teammate, co-worker, friend or family member to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. Please recognize the reporter's critical role is simply to report the allegation to the appropriate entity(ies). It is not the reporter's responsibility to evaluate the

credibility of the allegation, gather additional information, or investigate the incident. Individuals needing assistance with reporting or having questions about appropriate reporting protocol should contact [athletesafety@usabs.com](mailto:athletesafety@usabs.com).

**5.1. Mandatory Reporter Designation.** Although USABS strongly encourages all Participants to strengthen our culture by reporting allegations of Prohibited Conduct, Adult Participants are mandatory reporters and must report suspicions or allegations of Prohibited Conduct as directed in this section.

## **5.2. Sexual Misconduct and Child Abuse**

- **Report Sexual Misconduct and Child Abuse Immediately to the U.S. Center for SafeSport** online at <https://uscenterforsafesport.org/report-a-concern>.

--AND--

- **Report Child Abuse Immediately to Law Enforcement.**

**Important:** If an adult Participant learns of information and reasonably suspects that a Minor has suffered an incident of Child Abuse (to include neglect, physical, emotional and sexual abuse) they must report this to law enforcement (or in some states child protective services) and the Center immediately. **Filing a report with the Center does not satisfy the reporting requirement to law enforcement.**

*Note: Individuals reporting to law enforcement are encouraged to request, retain and provide to the Center the applicable case identification number, investigator name and/or contact information, if available.*

## **5.3. Report Emotional, Physical and other Prohibited Conduct and MAAPP Violations.**

- Promptly report allegations of emotional, physical or other Prohibited Conduct and allegations of MAAPP violations by providing as much relevant information as possible (e.g. reporting party's name and contact information, alleged misconduct/concern, date of incident, location of incident, individuals involved and their roles, ages and contact information, if known, including potential bystanders/witnesses) and attach any relevant documentation to USABS:
  - **Online:** [athletesafety@usabs.com](mailto:athletesafety@usabs.com)
  - **Phone/In Person:** Member of the USABS Athlete Safety Team
- **Note: Nothing precludes an individual from reporting emotional, physical and/or other Prohibited Conduct or violations of the MAAPP to the Center.** If doing so for a specific concern such as conflict of interest, the individual is encouraged to note this on the incident report form. If the Center does not assume jurisdiction, it has a process to route the allegation to the appropriate entity for review, response and resolution.
- If an allegation of sexual misconduct or child abuse is received by USABS, the matter will be referred to the appropriate law enforcement or child protective entity and the Center. USABS does not attempt to evaluate the credibility or validity of such an allegation as a condition for reporting to appropriate law enforcement authorities.

- The USABS will forward any reports it receives that fall under the Center’s exclusive jurisdiction to the Center. In addition, USABS will request the Center take discretionary jurisdiction in matters it deems prudent to do so.

**5.4. Escalation of Reports.** If an individual feels that the USABS has failed to act upon the information reported, not managed the matter appropriately, or feels there is an inherent conflict of interest in reporting the matter to the athlete safety team at USABS, the individual may escalate these concerns to the USABS CEO. If an individual feels that there is a conflict of interest in reporting to the matter to the USABS CEO or that the USABS CEO has been unresponsive to their inquiry, they may escalate the matter to the Chair of the USABS Board of Directors.

**5.5. Anonymous Reporting.** Anonymous reports may be made. However, it does **not** mean that the underlying information will be protected. Please remember reporting anonymously may limit the USABS’ ability to investigate and respond to a report. As such, USABS encourages an anonymous reporter to provide as much detail as possible (e.g. date of incident, incident location, identity of all individuals involved including potential witnesses, relevant documentation, etc.) when making the report.

**5.6. Bad-Faith Allegations.** A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of this Policy and the [USABS Code of Conduct](#) and may result in disciplinary action.

**5.7. Privacy.** When a report is filed with the USABS, the USABS will make reasonable efforts to protect the privacy of all individuals involved while balancing legal and policy requirements and the need to gather information to assess an allegation of misconduct.

**5.7.1. Parents/Legal Guardians.** USABS reserves the right to notify parents/legal guardians of reports and matters involving Minors.

**5.8. Whistleblower Protection.** Regardless of outcome, USABS will support the reporting party and his/her right to express concerns in good faith. USABS will not encourage, allow or tolerate attempts from any individual or group of individuals to retaliate, punish, or in any way harm any individual(s) who reports a concern in good faith. Such actions will be considered a violation of our Code of Conduct and grounds for disciplinary action.

## **Section 6. Response and Resolution.**

All Participants are subject to the Center’s SafeSport Code for the investigation and resolution of violations of prohibited conduct that fall under the jurisdiction of the Center. The Center has the exclusive authority to investigate and resolve Participant’s conduct involving (a) sexual misconduct and (b) prohibited conduct under the Center’s Code that is reasonably related to the underlying allegation of sexual misconduct. The Center also has discretionary authority over other alleged violations of any prohibited conduct under the SafeSport Code.

This section will serve as the procedures and protocol for all athlete safety matters under USABS jurisdiction.

**6.1. Initiating Intake and Investigation.** On receipt of an allegation of misconduct that falls within USABS jurisdiction, the USABS shall conduct a preliminary inquiry, and, if appropriate,

undertake an investigation to determine whether a Participant engaged in Prohibited Conduct. The USABS shall determine the appropriate steps to address the conduct based on several factors; including, but not limited to (i) the nature, scope and extent of the alleged Prohibited Conduct, (ii) the age of the Claimant, and (iii) the age of the Respondent.

Such steps may include, without limitation:

- The collection of additional information from the Claimant, Respondent, and/or other individuals with potential knowledge or evidence of the incident or the accused individual;
- Formal investigation;
- Retention of legal counsel or investigation services to investigate and/or make a recommendation as to whether a violation of the relevant policy has occurred and/or a recommendation as to the appropriate sanction; and/or
- Review of applicability of other relevant USABS policies.

**6.2. Temporary Measures.** USABS may implement Temporary Measures which are designed for protective purposes pending a determination of findings and/or sanctioning by the appropriate entity (i.e. by the U.S. Center for SafeSport, USOPC or USABS) at any time. Generally, the Temporary Measures are implemented based on the severity of the allegations, the evidentiary support for the allegations, and/or the perceived risk to athletes or the Olympic and Paralympic community. Temporary Measures may include, but are not limited to:

- Altering training schedules,
- Providing or requiring chaperones,
- Implementing contact limitations,
- Implementing measures prohibiting one-on-one interactions,
- Suspension from facility or other USABS privileges,
- Alternative housing arrangements,
- Alternative transportation arrangements,
- Suspensions from participation and/or membership in some or all aspects of activity in USABS

**6.3. Sanctions.** Where there is sufficient evidence through the investigation and resolution procedure to support a finding that a Participant engaged in Prohibited Conduct, the Hearing Panel will determine the appropriate sanction(s).

Sanctions include, but are not limited to, the following (either by itself or in combination):

- Verbal warning
- Written warning or reprimand
- Education and/or training
- Probation
- Loss or Suspension of Athlete Support (OPTC resident privileges, monthly stipend, etc.)
- Membership Suspension
- Suspension of facility access/use
- Permanent ineligibility
- Employment Termination
- Other discretionary sanctions

For the purposes of this Policy, a suspension of membership shall mean that the individual may not participate in any capacity or in any role in the business, events or activities of the USABS for the duration of the period of suspension.

*Note: All costs resulting from a Participant's sanction will be the sole responsibility of the Participant.*

**6.4. Procedural Compliance.** USABS shall follow the following steps to ensure compliance with the Ted Stevens Olympic and Amateur Sports Act:

**6.4.1. Preliminary Determination.** On receipt of a disclosure and/or other information alleging misconduct, if the USABS CEO or Chairman of the Board is satisfied, in the exercise of his or her discretion, that there is sufficient reasonable, reliable and persuasive evidence to support the complaint alleging emotional, physical or sexual misconduct or a MAAPP violation, he or she shall notify the Review Panel. The Review Panel will consist of the CEO or his/her designee, the Chair of the USABS Board of Directors or his/her designee, the Chair of the Ethics Committee, the Chair of the Judicial Committee, the USABS AAC representative, and legal counsel as determined by the Chair of the Board. The Review Panel shall determine if there is sufficient evidence of Prohibited Conduct and whether the matter requires referral to a Hearing Panel, as set forth in Section 14.7 of the USABS Bylaws, with the addition of the following provisions:

**6.4.2. Evidence.** At the hearing, the Respondent will be allowed to present any reasonable evidence or argument that he/she wishes the Hearing Panel to consider. The Hearing Panel may require or permit documentary evidence, such as the written report of any investigator or other fact-finder, before the hearing and that the names of any witnesses be disclosed before the hearing. The Hearing Panel may also consider another organization's determination as evidence to be considered. If the Claimant(s) is a minor, the investigator's or other fact-finder's report may substitute for the minor witness' direct testimony, provided that the Respondent had an opportunity to present and respond to relevant information collected during the investigation and before the report was transmitted to the Review Panel.

The Hearing Panel may proceed in the Respondent's absence if it cannot locate the individual or if the individual declines to attend the hearing.

**6.4.3. Findings and Sanctions.** The Hearing Panel has the discretion to impose sanctions on the Respondent if it finds, based on a preponderance of the evidence, that emotional, physical or sexual misconduct or a violation of the MAAPP has occurred.

The Hearing Panel will communicate its finding to the Respondent. The Hearing Panel may impose sanctions on the Respondent in its findings.

Any sanctions imposed by the Hearing Panel against the Respondent must be proportionate and reasonable, relative to the conduct that is found to have occurred. The decision regarding the appropriate sanction shall be up to the panel adjudicating each violation. In imposing a sanction, the Hearing Panel shall consider:

a) The legitimate interest of the USABS in providing a safe environment for its Participants;

- b) The seriousness of the offense or act;
- c) The age of the Respondent and Claimant when the offense or act occurred;
- d) Any information produced by the Respondent, or produced on behalf of the individual, in regard to the individual's rehabilitation and good conduct;
- e) Whether the individual poses an ongoing concern for the safety of the USABS and/or Olympic & Paralympic community; and
- f) Any other information, which in the determination of the Panel, bears on the appropriate sanction.

**6.4.4. Confidentiality.** The conduct of the hearing will be private. If the Hearing Panel determines that the Respondent has violated policy, it may publish its decision or a brief summary of its decision, unless the Respondent is a minor. However, if the individual appeals, the summary of the Hearing Panel's decision will not be disclosed until an appellate decision has been made. The USABS may also publish a list of individuals who are suspended and/or declared permanently ineligible from USABS.

If the Hearing Panel determines the Respondent did not violate the relevant policy, the Hearing Panel will publish a summary only at the individual's written request.

**6.4.5. Appeal.** If the individual disagrees with the finding or sanction of the Hearing Panel and wishes to appeal, he/she may file an appeal with the AAA within 14 days of the USABS' finding. A decision rendered by the AAA shall be final and binding on all parties.

**6.5. USOPC Notification.** Per the NGB and HPMO Athlete Safety Policy, USABS will communicate no later than 24 hours of imposing its own or Center-imposed sanction(s) and/or temporary measure(s) (as well as any change or removal of such a sanction or temporary measure) affecting Participants who the USABS knows, or reasonably expects to:

- a) be nominated for or selected as a Participant to a Delegation Event,
- b) have access to an OPTC, and/or
- c) receive a benefit and/or service from the USOPC as outlined in the USOPC Athlete Safety Policy.

**6.6. Center Notification.** USABS may/will communicate its own sanctions and/or temporary measures to the Center.

## **Section 7. Definitions.**

"Adult" means 18 years of age or older.

"Center" means the U.S. Center for SafeSport.

"Claimant" means a person who is alleged to have experienced conduct that constitutes Prohibited Conduct.

"MAAPP" means the USABS Minor Abuse Prevention Policy.

"Participant" has the meaning set forth in Section 1.1.

“Policy” as used herein means the USABS Athlete Safety Policy.

“Respondent” means a Participant who is alleged to have violated this Policy.

“RSO Policy” refers to the USOPC’s Responsible Sport Organization Background Check Policy.

“SafeSport Code” means the U.S. Center for Safe Sport’s SafeSport Code for the Olympic & Paralympic Movement.

“Temporary Measures” has the meaning given to it in Section 6.2 of this Policy.

“USABS” means the USA Bobsled/Skeleton, Inc.

“USOPC” means the United States Olympic & Paralympic Committee

## **Section 8. Relevant Policies**

**USABS Minor Athlete Abuse Prevention Policy (MAAPP):** <https://www.teamusa.org/USA-Bobsled-Skeleton-Federation/Resources/For-Athletes/Athlete-Safety-Policy>

**USABS Official Background Screening Review Process**

**USABS Bylaws**

**USABS Code of Conduct:** <https://www.teamusa.org/USA-Bobsled-Skeleton-Federation/Resources/For-Athletes/Code-of-Ethics-and-Code-of-Conduct>

**U.S. Center for SafeSport SafeSport Code for the Olympic and Paralympic Movement**  
(SafeSport Code): <https://uscenterforsafesport.org/wp-content/uploads/2020/03/2020-SafeSport-Code-04.01.20.pdf>

**USOPC NGB and HPMO Athlete Safety Policy:** <https://www.teamusa.org/team-usa-athlete-services/safe-sport>

**USOPC Responsible Sport Organization Background Check Policy (RSO Policy):**  
<https://www.teamusa.org/team-usa-athlete-services/safe-sport>

**USOPC Background Check Policy:** <https://www.teamusa.org/team-usa-athlete-services/safe-sport>

## LAKE PLACID OLYMPIC & PARALYMPIC TRAINING CENTER TRANSPORTATION POLICY

**All Transportation requests should be sent to the LP Operations Team by the Program Director AT LEAST one week prior to the arrival/departure date. OPTC will confirm shuttles within 48 hours.**

Transportation Requests should include:

- Airport Location
- Inbound/Outbound dates
- Flight Time
- Airline and Flight #

For USOPC/OPTC employees, interns, and volunteers, flight confirmations should be sent directly to the Operations Staff via email.

The LPOPTC will provide shuttles to the following locations during the hours listed below:

Albany International Airport, Montreal Pierre Elliot Trudeau International Airport, Albany Amtrak Train Station:

- Departure/Arrival times: 6AM – 10:30PM

Plattsburgh International Airport, Saranac/Lake Clear Regional Airport:

- Departure/Arrival times: 7AM – 11PM

Burlington International Airport – Under special consideration

Exceptions may be requested on a limited case-by-case basis

**Shuttles must have 2 or more passengers total** on the arrival/departure. (If only one person is arriving, and only one departing, they may utilize one shuttle) Exceptions may be requested on a limited case-by-case basis.

- Individuals under the age of 18 may not travel alone in a vehicle with a driver – there must be another adult, or 1 other minor present.
- The LPOPTC reserves the right to retroactively charge a program/NGB for a shuttle if individuals who are signed up don't utilize the requested shuttle, causing the shuttle to only have one individual. This does not include absence due to unexpected delays/cancellations.
- Single person shuttles will be provided to Saranac Lake and Plattsburgh Airports.
- Single person shuttles may be requested for all other locations at a cost of \$250 per trip, but are not guaranteed.

All shuttles utilizing USOPC vehicles **MUST** be booked through the LPOPTC Operations Staff and cannot be set up privately with the drivers.

In the case that no driver is available, or a shuttle is limited to just one individual, attempts will be made to have a vehicle driven to/from the destination using a vehicle swap.

If a vehicle swap is approved:

- The Program Director/USOPC must agree on who is driving, where the vehicle will be parked, and who is responsible for gas/parking fees.
- A "Dropping off a Vehicle at the Airport" form must be filled out ahead of time, and picked up by the driver at the Front Desk when they receive the keys.



- All directions on the above form should be followed by both drivers.
- Upon the return of the vehicle, keys should be returned to the Front Desk immediately.

USABS athletes are never authorized to drive USOPC vehicles, and should not inquire to USOPC staff to do so.

**Individuals who are not signed up for a shuttle WILL NOT be permitted aboard said shuttle. This does not include last minute additions due to flight delays/cancellations.**

Cancellations/Delays: LPOPTC Drivers are permitted to wait for delayed flights at the airport for 3 hours past the original scheduled arrival time. Once 3hours has passed, the shuttle will be cancelled/rescheduled, and the driver will return to Lake Placid.

The maximum capacity of the OPTC van is 11 passengers (with limited luggage space).

- Shuttles requiring a vehicle larger than an/multiple 11-passenger van/s may be booked through an outside transportation company. (Coxsackie Transport) This will be arranged by the OTC.

## VEHICLE POLICY

Athletes may have the opportunity to use vehicles while on tour or at the OPTC, if they are available. The athlete who is assigned to the vehicle will be responsible for obtaining the keys from the USABS Operations Coordinator and returning the keys to him/her at the specified time and location. If possible, USABS will try to have a vehicle at the LPOPTC for athlete usage. The vehicle may be signed out for athlete use in one hour blocks of time, for essential services. USABS will only reimburse athletes with a BYE for training related gas during National Team Trials and World Cup events. Any additional gas reimbursement must be approved in writing by the Operations Coordinator or Chief Financial Officer.

It should be noted that the person responsible for the vehicle can allow other teammates to drive the vehicle only if he/she has signed and returned the vehicle waiver form to USABS. No one is permitted to operate a vehicle without signing and returning the waiver form. If you do so, you will not be protected in the case of an accident. It is the athlete's responsibility to make sure they have signed the waiver form if they intend to drive a vehicle owned or rented by USABS. Regardless of who drives the vehicle, ultimately the assigned person for each vehicle will be liable for returning the vehicle on time.

If the assigned person does not want the responsibility of following the vehicle policy, he/she should alert the Operations Coordinator before picking up the keys so the vehicle may be assigned to someone else. Athletes may not provide keys to another athlete without permission from the Operations Coordinator.

Upon receiving the vehicle, the designated person responsible for each vehicle should conduct an inspection of his/her vehicle to determine any visible damage or issues. Any damage or issues upon first inspection and while in possession of the car must be reported to the Operations Coordinator upon notice/occurrence so that USABS can report the matter and mitigate any liability associated with the damage.

All vehicles will be returned to the Operations Coordinator clean of trash and free of all personal possessions. Incidents of vehicles not returned in the condition they received them may result in loss of privileges.

Failure to follow the vehicle policy, including failure to return the vehicle at the appropriate time and location, may result in a fine from USABS and could also result in loss of driving privileges.

## **BMW VEHICLE POLICY**

**Please be aware of the following information.**

- I am participating in a driving event and represent as follows:
- I represent that I am at least 21 years of age and have a valid, unexpired, driver's license to participate as a driver in any BMW driving event.
- I recognize that if I am under the age of 18, whether as a passenger or event participant, my parent or guardian must sign this release on my behalf.
- I recognize that anyone not participating in a driving event must avoid the designated driving event area(s).
- I recognize that the operation of any motor vehicle is an inherently dangerous activity with a risk of loss of the motor vehicle and injury to myself. I understand that these risks include, but are not limited to, road surface conditions, debris on roads, varying road widths, curves and other vehicles and pedestrians sharing the roadway.
- I will stop driving at any time I feel I can no longer safely operate a motor vehicle. I understand that BMW of North America, LLC ("BMW NA"), and its representatives are relying on my representations in allowing me to drive a motor vehicle.
- I agree to indemnify and hold harmless BMW NA and its representatives from and against any and all damages to person and property (including, but not limited to, attorneys' fees) arising in connection with or related to my participation in this Event.
- I grant to BMW NA and its representatives permission to: (a) film, photograph, and record me in connection with the event; and (b) use, reproduce, distribute, exhibit, display, perform, and otherwise exploit any resulting films, photographs, and recordings, and my name, picture, likeness, image, voice, statements, biographical information, and performance (collectively, "Persona") in any manner, venue, format, and media anywhere in the world, in perpetuity, for any lawful purpose, including, without limitation, for purposes of advertising or trade. I understand that nothing herein obligates any of BMW NA or the representatives to exercise any of the rights granted herein.
- I assume all the risk of injury and loss, waive and release any claim for loss, damage or injury of any nature, I might state against BMW NA or its representatives arising out of my participation in this Event.
- I understand and acknowledge that some of the event motor vehicles may be European models not yet certified for sale in the US.

## **MEDIA POLICY**

The media policy is to inform all parties involved with USABS on how the organization will operate its public relations coverage of bobsled and skeleton races. The USABS public relations team will seek race results and quotes with best effort to send a release immediately following competitions, and athletes who podium are encouraged to provide information following races to assist with releasing results in a timely manner. If an athlete cannot be reached following a race, the release will be sent to the media without quotes and updated online at a later time if quotes are obtained.

If a race on tour other than the World Cup ends on the same day as a World Cup/ World Championship race, the wrap-up releases for those races may be sent following World Cup/World Championship coverage that day or on the day after the conclusion of the World Cup/World Championship race.

The following are the details of how USABS plans to release race recaps, though the plan may change depending on unforeseen circumstances. In some cases, race recaps may be combined.

**World Cup:** One (1) release will be sent out prior to each World Cup stop previewing the competition. If events are held back-to-back on a single day, they may be combined into one release. Otherwise, race recaps will be sent out after each competition, one (1) each for all disciplines:

- Women's bobsled
- Women's monobob
- Men's two-man bobsled
- Four-man bobsled
- Women's skeleton
- Men's skeleton
- Mixed skeleton event if applicable

TOTAL: 5-7

**Para Bobsled:** One (1) release will be sent out at the conclusion of each event held at each track.

**InterContinental Cup:** One (1) release will be sent out at the conclusion of each race held at each track, covering:

- Women's and men's skeleton combined

TOTAL: 1

**European Cup:** Two (2) releases will be sent out at the conclusion of all races held at each track, covering:

- Bobsled (all disciplines)
- Skeleton (women and men)

TOTAL: 2

**North American Cup:** Two (2) release will be sent out at the conclusion of all races held at each track, covering:

- Bobsled (all disciplines)
- Skeleton (women and men)

TOTAL: 2

**2023 World Championships:** One (1) release previewing the competition will go out each week. Race recaps will be sent out after each competition.

## SPORT FUNDING TABLE

The following table has been designed to outline who is responsible for coordinating, providing and funding key areas of support in bobsled and skeleton.

	Combines, Rookie Camps, Sliding Schools	National Team Trials, Push Champs	NAC, EC, ICC	National Team (Athlete Funded)	National Team (USABS Funded)
<b>Coaching</b>	Coordinated, provided and <b>funded by USABS</b>	Coordinated, provided and <b>funded by USABS</b>	Coordinated, provided and <b>funded by USABS</b>	Coordinated, provided and <b>funded by USABS</b>	Coordinated, provided and <b>funded by USABS</b>
<b>Travel</b>	Coordinated by athletes <b>Funded by athletes</b>	Coordinated by athletes <b>Funded by athletes</b>	Coordinated by athletes <b>Funded by athletes</b>	Coordinated by athletes <b>Funded by athletes</b>	Coordinated by USABS <b>Funded by USABS</b>
<b>Housing</b>	Coordinated by USABS <b>Funded by USABS</b> (LP OPTC) <b>Funded by athletes</b> (PC)	Coordinated & <b>funded by USABS</b> (LP OPTC) *if combine standards is met Coordinated & <b>funded by athletes</b> (PC)	Coordinated & <b>funded by USABS</b> (LP OPTC) Coordinated & <b>funded by athletes</b> (all other locations)	Coordinated by USABS <b>Funded by USABS</b> (LP OPTC) <b>Funded by athletes</b> (all other locations)	Coordinated by USABS <b>Funded by USABS</b>
<b>Sleds</b>	Provided by USABS	Provided by athlete or rented from USABS	Provided by athlete or rented from USABS	Provided by athlete or rented from USABS	Provided by athlete or rented from USABS
<b>Sled Shipping</b>	Coordinated by USABS <b>Funded by USABS</b>	Bobsled coordinated by USABS Skeleton coordinated by Athlete <b>Funded by athletes</b>	Bobsled coordinated by USABS Skeleton coordinated by Athlete <b>Funded by athletes</b>	Bobsled coordinated by USABS Skeleton coordinated by Athlete *unless crate is provided by USABS <b>Funded by athletes</b>	Bobsled coordinated by USABS Skeleton coordinated by Athlete *unless crate is provided by USABS <b>Funded by USABS</b>
<b>Team Apparel</b>	N/A	N/A	Limited kit	National team kit	National team kit
<b>Personal competitive gear</b>	Provided and <b>funded by athletes</b> USABS may have limited items for athletes to borrow	Provided and <b>funded by athletes</b>	Provided and <b>funded by athletes</b>	Provided and <b>funded by athletes</b>	Provided and <b>funded by athletes</b>
<b>Travel Insurance</b>	N/A	N/A	Requested by athletes to USABS Coordinated by USABS <b>Funded by USABS</b>	Coordinated by USABS <b>Funded by USABS</b>	Coordinated by USABS <b>Funded by USABS</b>

- Combines, Rookie Camps and Sliding Schools may have general fees that go towards coaching, ice time, equipment, etc.

- USABS will use VIK (Airbnb, JRC, etc.) to help reduce costs for athletes whenever possible
- Personal competitive gear includes helmets, spikes, gloves, training gear, etc.
- In some cases, if housing is not available at the LP OPTC, athletes may be responsible for the cost of alternative housing
- Program fees include national team kit and travel insurance
- Athletes may qualify for additional support programs

Below is an estimate of potential athlete costs based on the Sport Funding Table. Actual costs will vary from athlete to athlete.

### **Combines, Rookie Camps, Sliding Schools**

- Lake Placid one-week estimate: \$576-\$864
- Park City one-week estimate: \$1,472-\$2,208

### **National Team Trials, Push Champs**

- Lake Placid one-week estimate: \$576-\$864
- Park City one-week estimate: \$1,472-\$2,208
- Bobsled rental \$1,250 per sled (\$1,750 if combine standard not met)
- Skeleton rental \$350 (\$500 if combine standard not met)
- Bobsled shipping shared \$6,500 each way
- Skeleton shipping \$350-\$500 each way

### **NAC, EC, ICC**

- NAC skeleton estimate: \$5,757-\$8,636
- NAC bobsled (2 athletes) estimate: \$9,557-\$14,336
- NAC bobsled (3 athletes) estimate: \$13,933-\$20,900
- NAC bobsled (5 athletes) estimate: \$23,054-\$34,581
- EC/ICC skeleton estimate 1st race: \$3,427-\$5,140, each additional race: \$1,147-\$1,720
- ICC skeleton estimate CAD race: \$2,987-\$4,480
- EC bobsled (2 athletes) estimate 1st race: \$21,570-\$32,356, each additional race: \$1,959-\$2,939
- EC bobsled (3 athletes) estimate 1st race: \$24,310-\$36,466, each additional race: \$3,059-\$4,589
- EC bobsled (5 athletes) estimate 1st race: \$45,417-\$68,125, each additional race: \$4,554-\$6,831

### **National Team (Athlete Funded)**

- WC skeleton estimate 1st EU race: \$3,403-\$5,105, each additional race: \$1,123-\$1,685
- WC skeleton estimate CAD race: \$2,963-\$4,445
- WC bobsled (2 athletes) estimate 1st EU race: \$21,533-\$32,299, each additional race: \$1,921-\$2,882
- WC bobsled (2 athletes) estimate CAD race: \$6,345-\$9,518
- WC bobsled (3 athletes) estimate 1st EU race: \$24,273-\$36,409, each additional race: \$3,021-\$4,532
- WC bobsled (3 athletes) estimate CAD race: \$8,645-\$12,968
- WC bobsled (5 athletes) estimate 1st EU race: \$45,303-\$67,995, each additional race: \$4,441-\$6,661
- WC bobsled (5 athletes) estimate CAD race: \$14,529-\$21,793

**National Team (USABS Funded)**

- Bobsled rental \$1,250 per sled (\$1,750 if combine standard not met)
- Skeleton rental \$350 (\$500 if combine standard not met)

Combiners, Rookie Camps, Sliding Schools	Lake Placid				Park City			
	Ind Cost	Quantity	#nights	Total	Ind Cost	Quantity	#nights	Total
Airfare	650	1	1	650	650	1	1	650
Checked Bags	35	1	2	70	35	1	2	70
Hotel				0	120	1	7	840
Per Diem				0	40	1	7	280
Training Fees				0				0
Race Entry Fees				0				0
Rental Truck/Cargo Van				0				0
Rental Car				0				0
Fuel/Tolls				0				0
Sled Shipping				0				0
				<b>720</b>				<b>1,840</b>

National Team Trials, Push Champs	Lake Placid				Park City			
	Ind Cost	Quantity	#nights	Total	Ind Cost	Quantity	#nights	Total
Airfare	650	1	1	650	650	1	1	650
Checked Bags	35	1	2	70	35	1	2	70
Hotel				0	120	1	7	840
Per Diem				0	40	1	7	280
Training Fees				0				0
Race Entry Fees				0				0
Rental Truck/Cargo Van				0				0
Rental Car				0				0
Fuel/Tolls				0				0
Sled Shipping				0				0
				<b>720</b>				<b>1,840</b>

NAC	Whistler				Park City				Lake Placid			
	Ind Cost	Quantity	#nights	Total	Ind Cost	Quantity	#nights	Total	Ind Cost	Quantity	#nights	Total
Airfare	750	1	1	750	650	1	1	650	650	1	1	650
Checked Bags	35	1	2	70	35	1	2	70	35	1	2	70
Hotel	160	1	7	1,120	120	1	7	840				0
Per Diem	50	1	7	350	40	1	7	280				0
Training Fees				0				0				0
Race Entry Fees	30	2	1	59	30	2	1	59	30	2	1	59
Rental Truck/Cargo Van				0				0				0
Rental Car	55	1	7	385	55	1	7	385				0
Fuel/Tolls	100	1	1	100	100	1	1	100				0
Sled Shipping	400	1	1	400	400	1	1	400	400	1	1	400
				<b>3,234</b>				<b>2,784</b>				<b>1,179</b>
	Ind Cost	Quantity	#nights	Total	Ind Cost	Quantity	#nights	Total	Ind Cost	Quantity	#nights	Total

skeleton  
 athlete  
 ed (2  
 bobsled



	Airfare	750	2	1	1,500	650	2	1	1,300	650	2	1	1,300	
	Checked Bags	35	2	2	140	35	2	2	140	35	2	2	140	
	Hotel	160	1	7	1,120	120	1	7	840				0	
	Per Diem	50	2	7	700	40	2	7	560				0	
	Training Fees				0				0				0	
	Race Entry Fees	47	2	1	94	47	2	1	94	47	2	1	94	
	Rental Truck/Cargo Van	75	1	7	525	65	1	7	455				0	
	Rental Car				0				0				0	
	Fuel/Tolls	100	1	1	100	100	1	1	100				0	
	Sled Shipping	1,800	1	1	1,800	472	1	1	472	472	1	1	472	
					<b>5,979</b>				<b>3,961</b>				<b>2,006</b>	
bobsled (3 athletes)		Ind	Quantity	#nights	Total	Ind	Quantity	#nights	Total	Ind	Quantity	#nights	Total	
		Cost				Cost				Cost				
		Airfare	750	3	1	2,250	650	3	1	1,950	650	3	1	1,950
		Checked Bags	35	3	2	210	35	3	2	210	35	3	2	210
		Hotel	160	2	7	2,240	120	2	7	1,680				0
		Per Diem	50	2	7	700	40	3	7	840				0
		Training Fees				0				0				0
		Race Entry Fees	47	2	1	94	47	2	1	94	47	2	1	94
		Rental Truck/Cargo Van	75	1	7	525	65	1	7	455				0
		Rental Car	55	1	7	385	55	1	7	385				0
		Fuel/Tolls	100	2	1	200	100	2	1	200				0
	Sled Shipping	1,800	1	1	1,800	472	1	1	472	472	1	1	472	
					<b>8,404</b>				<b>6,286</b>				<b>2,726</b>	
bobsled (5 athletes)		Ind	Quantity	#nights	Total	Ind	Quantity	#nights	Total	Ind	Quantity	#nights	Total	
		Cost				Cost				Cost				
		Airfare	750	5	1	3,750	650	5	1	3,250	650	5	1	3,250
		Checked Bags	35	5	2	350	35	5	2	350	35	5	2	350
		Hotel	160	3	7	3,360	120	3	7	2,520				0
		Per Diem	50	5	7	1,750	40	5	7	1,400				0
		Training Fees				0				0				0
		Race Entry Fees	142	2	1	283	142	2	1	283	142	2	1	283
		Rental Truck/Cargo Van	75	1	7	525	65	1	7	455				0
		Rental Car	55	1	7	385	55	1	7	385				0
		Fuel/Tolls	100	2	1	200	100	2	1	200				0
	Sled Shipping	1,800	2	1	3,600	472	2	1	944	472	2	1	944	
					<b>14,203</b>				<b>9,787</b>				<b>4,827</b>	

EC	1st race				additional races (if back-to-back)			
	Ind	Quantity	#nights	Total	Ind	Quantity	#nights	Total
	1,850	1	1	1,850				0
	100	1	2	200				0
	120	1	7	840	120	1	7	840
				0				0
				0				0
	30	2	1	59	30	2	1	59
				0				0
	55	1	7	385	55	1	7	385
	150	1	1	150	150	1	1	150
	400	1	2	800				0
				<b>4,284</b>				<b>1,434</b>
	Ind	Quantity	#nights	Total	Ind	Quantity	#nights	Total
	Cost				Cost			

	Airfare	1,850	2	1	3,700				0
	Checked Bags	100	2	2	400				0
	Hotel	120	2	7	1,680	120	2	7	1,680
	Per Diem				0				0
	Training Fees				0				0
	Race Entry Fees	47	2	1	94	47	2	1	94
	Rental Truck/Cargo Van	75	1	7	525	75	1	7	525
	Rental Car				0				0
	Fuel/Tolls	150	1	1	150	150	1	1	150
	Sled Shipping	10,207	1	2	20,414				0
					<b>26,963</b>				<b>2,449</b>
bobsled (3 athletes)		Ind Cost	Quantity	#nights	Total	Ind Cost	Quantity	#nights	Total
	Airfare	1,850	3	1	5,550				0
	Checked Bags	100	3	2	600				0
	Hotel	120	3	7	2,520	120	3	7	2,520
	Per Diem				0				0
	Training Fees				0				0
	Race Entry Fees	47	2	1	94	47	2	1	94
	Rental Truck/Cargo Van	75	1	7	525	75	1	7	525
	Rental Car	55	1	7	385	55	1	7	385
	Fuel/Tolls	150	2	1	300	150	2	1	300
	Sled Shipping	10,207	1	2	20,414				0
				<b>30,388</b>				<b>3,824</b>	
bobsled (5 athletes)		Ind Cost	Quantity	#nights	Total	Ind Cost	Quantity	#nights	Total
	Airfare	1,850	5	1	9,250				0
	Checked Bags	100	5	2	1,000				0
	Hotel	120	5	7	4,200	120	5	7	4,200
	Per Diem				0				0
	Training Fees				0				0
	Race Entry Fees	142	2	1	283	142	2	1	283
	Rental Truck/Cargo Van	75	1	7	525	75	1	7	525
	Rental Car	55	1	7	385	55	1	7	385
	Fuel/Tolls	150	2	1	300	150	2	1	300
	Sled Shipping	10,207	2	2	40,828				0
				<b>56,771</b>				<b>5,693</b>	

skeleton	ICC	1st race EU				additional EU races (if back-to-back)				Canada race			
		Ind Cost	Quantity	#nights	Total	Ind Cost	Quantity	#nights	Total	Ind Cost	Quantity	#nights	Total
	Airfare	1,850	1	1	1,850				0	850	1	1	850
	Checked Bags	100	1	2	200				0	35	1	2	70
	Hotel	120	1	7	840	120	1	7	840	160	1	7	1,120
	Per Diem				0				0	50	1	7	350
	Training Fees				0				0				0
	Race Entry Fees	30	2	1	59	30	2	1	59	30	2	1	59
	Rental Truck/Cargo Van				0				0				0
	Rental Car	55	1	7	385	55	1	7	385	55	1	7	385
	Fuel/Tolls	150	1	1	150	150	1	1	150	100	1	1	100
	Sled Shipping	400	1	2	800				0	400	1	2	800
					<b>4,284</b>				<b>1,434</b>				<b>3,734</b>

	WC	1st race EU				additional EU races (if back-to-back)				Canada race			
		Ind Cost	Quantity	#nights	Total	Ind Cost	Quantity	#nights	Total	Ind Cost	Quantity	#nights	Total
skeleton	Airfare	1,850	1	1	1,850				0	850	1	1	850
	Checked Bags	100	1	2	200				0	35	1	2	70
	Hotel	120	1	7	840	120	1	7	840	160	1	7	1,120
	Per Diem				0				0	50	1	7	350
	Training Fees				0				0				0
	Race Entry Fees	30	1	1	30	30	1	1	30	30	1	1	30
	Rental												
	Truck/Cargo Van				0				0				0
	Rental Car	55	1	7	385	55	1	7	385	55	1	7	385
	Fuel/Tolls	150	1	1	150	150	1	1	150	100	1	1	100
	Sled Shipping	400	1	2	800				0	400	1	2	800
				<b>4,255</b>				<b>1,405</b>				<b>3,705</b>	
bobsled (2 athletes)	Airfare	1,850	2	1	3,700				0	850	2	1	1,700
	Checked Bags	100	2	2	400				0	35	2	2	140
	Hotel	120	2	7	1,680	120	2	7	1,680	160	1	7	1,120
	Per Diem				0				0	50	2	7	700
	Training Fees				0				0				0
	Race Entry Fees	47	1	1	47	47	1	1	47	47	1	1	47
	Rental												
	Truck/Cargo Van	75	1	7	525	75	1	7	525	75	1	7	525
	Rental Car				0				0				0
	Fuel/Tolls	150	1	1	150	150	1	1	150	100	1	1	100
	Sled Shipping	10,207	1	2	20,414				0	1,800	1	2	3,600
				<b>26,916</b>				<b>2,402</b>				<b>7,932</b>	
bobsled (3 athletes)	Airfare	1,850	3	1	5,550				0	850	3	1	2,550
	Checked Bags	100	3	2	600				0	35	3	2	210
	Hotel	120	3	7	2,520	120	3	7	2,520	160	2	7	2,240
	Per Diem				0				0	50	3	7	1,050
	Training Fees				0				0				0
	Race Entry Fees	47	1	1	47	47	1	1	47	47	1	1	47
	Rental												
	Truck/Cargo Van	75	1	7	525	75	1	7	525	75	1	7	525
	Rental Car	55	1	7	385	55	1	7	385	55	1	7	385
	Fuel/Tolls	150	2	1	300	150	2	1	300	100	2	1	200
	Sled Shipping	10,207	1	2	20,414				0	1,800	1	2	3,600
				<b>30,341</b>				<b>3,777</b>				<b>10,807</b>	
bobsled (5 athletes)	Airfare	1,850	5	1	9,250				0	850	5	1	4,250
	Checked Bags	100	5	2	1,000				0	35	5	2	350
	Hotel	120	5	7	4,200	120	5	7	4,200	160	3	7	3,360
	Per Diem				0				0	50	5	7	1,750
	Training Fees				0				0				0
	Race Entry Fees	142	1	1	142	142	1	1	142	142	1	1	142
	Rental												
	Truck/Cargo Van	75	1	7	525	75	1	7	525	75	1	7	525
	Rental Car	55	1	7	385	55	1	7	385	55	1	7	385
	Fuel/Tolls	150	2	1	300	150	2	1	300	100	2	1	200
	Sled Shipping	10,207	2	2	40,828				0	1,800	2	2	7,200
				<b>56,630</b>				<b>5,552</b>				<b>18,162</b>	

## **PROGRAM FEE AND EQUIPMENT DISTRIBUTION INFORMATION**

All USABS athletes requiring an IBSF license and competing on a circuit for USABS are required to pay a \$250 program fee. The fee covers licensing, SafeTrip insurance, member services and programs operated under USABS, a team jacket and speedsuit. Payment is required before receiving your jacket, speedsuit, and license, and must be paid prior to an athlete competing on any circuit.

## **SKELETON SPEEDSUIT DISTRIBUTION POLICY**

USABS will provide speedsuits to athletes on the World Cup (WC) and Intercontinental Cup (ICC) circuits for the season and the World Championships (WCH) and Olympic Winter Games ***with the agreement that the speedsuit will be worn at all competitions.***

- Skeleton athletes who do not use the USABS issued speedsuit in ICC, WC and WCH competitions will be asked to return the suit.
- Skeleton athletes who do not use the USABS issued speedsuit at the ICC, WC and WCH are required to add USABS sponsors logos to their speedsuits prior to the start of all competitions.
  - It is the athletes' responsibility to coordinate with USABS ensure all USABS sponsors are added to their speedsuits in the designated locations prior to the start of the season.
- Speedsuit distribution is by the following priority – WCH, WC, ICC.

I agree to wear the USABS provided speedsuit in Olympic Games, WCH, WC and ICC competitions. I understand that if I opt to not wear the speedsuit then it will be returned to USABS.

I agree not to sell USABS provided speedsuits. If I am no longer using a USABS provided speedsuit, I will return it to USABS to be redistributed to USA athletes competing in European Cup (EC) and North American Cup (NAC) competitions.

## USABS EQUIPMENT RENTAL AGREEMENT

Date: \_\_\_\_\_

Athlete Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Sled: (Serial #, USABS #) \_\_\_\_\_ Rental Period: \_\_\_\_\_

Equipment List:	<i>Present</i>	<i>Not Present</i>	<i>Returned</i>
<small>*Please check all equipment the athlete is returning.</small>			
Crate	_____	_____	_____
Scabbards	_____	_____	_____
Sled Stand	_____	_____	_____
Runner Bolt / Nuts	_____	_____	_____
D Rings	_____	_____	_____
Seat	_____	_____	_____
Brakeman Handles	_____	_____	_____
Sled Transport	_____	_____	_____
Other	_____	_____	_____
USABS Staff Signature:	_____		
Athlete Signature:	_____		
Date:	_____		

**Equipment Condition Report**

Equipment Defects upon Rental: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

USABS Staff Signature: \_\_\_\_\_

Athlete Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Equipment Defects upon Return: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional notes upon Return: \_\_\_\_\_

\_\_\_\_\_

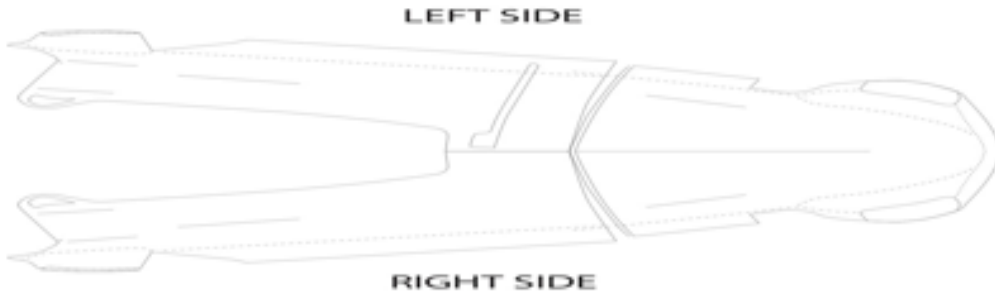
\_\_\_\_\_

USABS Staff Signature: \_\_\_\_\_

Athlete Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Please use diagrams below to help note locations of scratches, damage, cracks, tears, dings, markings or missing hardware.**



**USABS SLED RENTAL ATHLETE PAYMENT**

Payment Method: \_\_\_\_\_ Payment Amount: \_\_\_\_\_

Payment Date: \_\_\_\_\_

USABS Staff Signature: \_\_\_\_\_ Athlete Initials: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, understand that I am renting the sled identified as \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_ in "as is" condition.

During that time, I understand that I am fully responsible for the maintenance and transport of the sled and I am responsible for all associated transport fees (applicable to non-funded sleds only).

If the sled is not returned to Lake Placid, I understand that I will be billed for all transport fees plus a \$1000 service fee.

I understand that the sled will be subject to inspection by a USABS representative and if it is found damaged (beyond normal season wear) or unmaintained during the rental period, I will be charged for the incurred damages.

I understand that the bobsled rental fee for the season is \$1,250 and the skeleton sled rental fee is \$350. I understand that if I have not met the funding standards that I will pay a bobsled rental fee of \$1,750 or skeleton sled rental fee of \$500. All sled rental fees must be paid prior to the sled's usage.

I understand that all sponsor signage on the sled must be approved prior to application and must be applied to the designated athlete area per the Athlete Marketing Agreement.

All athlete signage, padding and tape must be removed from the sled at the end of the rental period and the sled must be returned in its original condition.

Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

USABS Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SPORT ACCIDENT INSURANCE**

NAHGA Claims Services  
Phone: 1-800-952-4320

The coverage provides a \$50,000 limit of medical expenses, after personal and other existing coverage are exhausted for USABS members participating in USABS sanctioned events. **Note:** This is a secondary insurance; claims must first be submitted to your primary insurance carrier. USABS recommends athletes carry primary health insurance to participate in USABS sanctioned events.

**Deductible, per incident: \$1,000**

### **Claim Filing Instructions:**

Claim forms are available by contacting the USABS office or visiting the Lake Placid OPTC Sports Medicine Clinic. **Claims must be submitted within 60 days of the incident.**

1. Complete the claim form in full and have USABS Director of Operations & Compliance sign it.
2. Submit all itemized medical bills from your physician, medical provider and/or hospital. The bills must include patient's name, address, diagnosis and service code, date of service, description of service as well as the medical provider's name, address, telephone number and federal tax ID number.
3. If primary insurance is involved, submit all explanation of benefits to match itemized bills.
4. If out-of-pocket expenses were incurred, submit copies of receipts, cancelled checks, etc.
5. Mail completed claim form and necessary documents to:

NAHGA Claim Services  
PO Box 189  
Brighton, ME 04009  
800-952-4320/Fax:207-647-4569

6. Upon receipt of your completed claim form, NAHGA will provide written confirmation and assign a claim number.
7. For any phone inquiries to NAHGA please reference assigned claim number.
8. For policy information please contact Foy Insurance at (603-772-4781) or [Nancy.Bird@foyinsurance.com](mailto:Nancy.Bird@foyinsurance.com)
9. Please keep copies of claim form and all information sent to NAHGA.
10. Please note if you do not submit all of the above documentation, your claim cannot be processed.

If you have any questions regarding this procedure, please see the USABS Director of Operations & Compliance in a timely manner.



## USABS CONCUSSION PLAN

The USA Bobsled and Skeleton Concussion plan is based on the consensus statement on concussion in sport referenced below:

[McCroly, P., Meeuwisse, W., Dvorak, J., Aubry, M., Bailes, J., Broglio, S., ... & Vos, P. E. \(2017\). Consensus statement on concussion in sport—the 5th international conference on concussion in sport held in Berlin, October 2016. \*British journal of sports medicine\*, 51\(11\), 838-847.](#)

The standard of care for current medical practice and the law in most states requires that any athlete with a suspected concussion is ***immediately removed from training or competition.***

- A concussion is a traumatic brain injury- **and all brain injuries should be taken seriously.**
- An athlete does not have to be “knocked-out” to have a concussion- **less than 10% of sports concussions result in loss of consciousness.**
- A concussion can result from a blow to the head, neck or body.
- Concussions in young athletes can be challenging to diagnose, often taking longer to recover than adults, and an athlete with a history of multiple concussions is more likely to have a future concussion.
- Most concussions resolve with appropriate clinical management but there are some athletes who may have prolonged symptoms or more serious long-term effects.
- Each concussion is different. Treatment is individualized and it is impossible to predict when the athlete will be allowed to return to play- **there is no standard timetable.**

**Clinical Course:** Forces transmitted to the head can have a unique physiological effect on each individual athlete. The clinical symptoms are well described and may or may not include loss of consciousness. The resolution of these symptoms usually occurs over a relatively short period of time but can be prolonged in some individuals.

### **Athlete Responsibility:**

1. While no helmet can prevent all concussions, they have an essential role in preventing more serious head injuries. Athletes must wear head protective gear that meets or exceeds the IBISF rules. It is the athlete’s responsibility that the helmet fits properly, is in good working order and free of obvious damage prior to any sliding activity.
2. The athlete must report any concussion related symptoms to coaching and medical staff. Examples include: Headache, confusion, dizziness, nausea, drowsiness, vomiting, irritability, balance problems, “seeing stars”, and ringing in the ears. Athletes are required to report signs and symptoms of a concussion as soon as possible and before any physical activity, training, or competition.
3. The athlete must have a baseline computerized cognitive test prior to sliding for the USA Bobsled and Skeleton Team. This test must be repeated every 2 years and may be repeated more frequently in concussed athletes.
4. Athletes must complete the free online [CrashCourse Brain Fly-through](#) and [Concussion Education](#) training course on a yearly basis.

### **Coach Responsibility:**

1. Coaches must complete the free online [CrashCourse Brain Fly-through](#) and [Concussion Education](#) training course on a yearly basis.

2. The coaches and sliding center staff need to evaluate track and weather conditions to determine training plan.
3. Any athlete that reports concussion related symptoms must be evaluated by the venue or team medical provider. Examples include: Headache, confusion, dizziness, nausea, drowsiness, vomiting, irritability, balance problems, “seeing stars”, and ringing in the ears.
4. The coach has the authority to stop an athlete from sliding if there is any question of concussion or head injury.

**Medical Staff Responsibility:**

1. The medical staff has the authority to stop an athlete from sliding if there is any question of concussion or head injury.
2. All clinical interactions or any aspect of patient care need to be documented in electronic medical records (EMR).
3. All medical staff need to complete the free [CDC Heads Up Course](#) for medical professionals on a yearly basis. They are also encouraged to complete the [CrashCourse Brain Fly-through](#) and [Concussion Education](#) training course on a yearly basis.
4. All medical staff need to read and understand the current consensus statement on concussion in sport and the Sports Concussion Assessment Tool 5<sup>th</sup> Edition (SCAT 5), both of which are accepted by the IOC. These articles are published in the following issue of the British Journal of Sports Medicine:

[McCrory, P., Meeuwisse, W., Dvorak, J., Aubry, M., Bailes, J., Broglio, S., ... & Vos, P. E. \(2017\). Consensus statement on concussion in sport—the 5th international conference on concussion in sport held in Berlin, October 2016. \*British journal of sports medicine\*, 51\(11\), 838-847.](#)

[SCAT 5](#)

**Evaluation of Athlete with Suspected Concussion:** The following steps must be taken after an athlete injury.

1. The athlete needs to be evaluated by the track medical staff in consultation with a medical provider from the USA Bobsled and Skeleton Team. The initial evaluation is to decide if red flags are present requiring emergent transport for evaluation and treatment.
2. Once the athlete is evaluated, receives initial treatment, and is released to the care of the USABS team, the local team provider must inform the USABS Chief Medical Officer of the incident and document the injury in the EMR.
3. A SCAT5 needs to be performed and documented.
4. The athlete needs to be serially monitored by medical staff over the initial few hours. The athlete should be transferred to the local hospital if worrisome signs or symptoms develop, are significant (e.g., unremitting headache, marked confusion, somnolence), do not show improvement, or if the medical staff is concerned about the athlete’s status.
5. An athlete with a suspected or diagnosed concussion is not permitted to return to physical activity, training, or competition, until cleared by a licensed health care provider.

**Concussion Red Flags**

- Neck Pain or tenderness
- Double Vision
- Weakness or tingling/burning in the arms or legs

- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

### **Concussion Return to Play Policy**

**Management of Athlete with Concussion:** Once an athlete has stabilized and their symptoms are no longer worsening this plan should be followed. **This return to sliding plan includes six stages and should be directed by the medical staff.** The following general principles apply to every stage:

- The athlete should be able to participate in their typical daily cognitive activities (e.g. meetings, film review) without an increase in their concussion symptoms when progressing from one stage to the next. Each stage should take a minimum of 24 hours to complete, but there is no set timeline for progressing through these stages.
- Progression from one stage to the next requires successful completion of the activity at the earlier stage without worsening of symptoms.
- Athletes should be monitored for concussion symptoms at each stage. If the athlete develops new or increased signs or symptoms of concussion during any stage of rehabilitation, they should discontinue activity until their signs and symptoms return to their pre-activity level and then resume activity at the previous stage.

#### *Stage 1: Symptom Limited Activity*

After a concussion diagnosis, the athlete should begin relative cognitive and physical rest for approximately 24-48 hours. This includes limiting excessive use of electronic devices or exercise. The goal is to allow the brain to begin recovering from the concussion. The athlete should do their best to maintain proper nutrition and sleep during this stage. No computerized cognitive testing should be performed at this stage.

#### *Stage 2: Light Aerobic Exercise*

The athlete is permitted to begin a graduated cardiovascular exercise program at a sub symptom exacerbating level (e.g., 80% of symptom threshold as determined by Buffalo Concussion Treadmill Test (BCTT) or an equivalent bike test). If the athlete has any exacerbation of concussive symptoms, then the exercise must be discontinued and not restarted again until symptoms have stabilized to pre-activity levels. Stage 2 is completed when the athlete can perform moderate aerobic exercise without exacerbating symptoms. (e.g., 4-6 / 10 RPE)

#### *Stage 3: Sport Specific Exercise*

The athlete progresses to vigorous cardiovascular exercise and initiates light weight training programs at a sub symptom threshold level (this means increasing the intensity and duration of exercise without triggering an increase in concussion symptoms). Stage 3 is completed when the athlete can perform vigorous cardiovascular exercise, light weight training, and their symptoms have returned to their pre-concussion baseline.

#### *Stage 4: Non-Sliding Training Drills (i.e., Non-contact)*

The athlete progresses to full non-sliding training drills (e.g., non-sliding push training, normal weightlifting, sprinting, plyometrics, etc.) under the direction of the medical and coaching staff. In addition, the athlete should undergo a maximal exertion test (e.g., BCTT or bike test) and follow up neurocognitive testing (e.g., ImPACT), if available, as part of their clinical assessment by the team or local medical staff. Stage 4 is completed when the athlete's neurocognitive test has returned to baseline, and their symptoms remain at pre-concussion baseline levels with maximal exertion and participation in non-sliding training.

*Stage 5: Return to Sliding*

The athlete progresses to full unrestricted training, including a graduated sliding plan. Stage 5 is completed when the athlete can perform full unrestricted training and their symptoms have remained at their pre-concussion baseline.

*Stage 6: Return to Competition*

The athlete is released by the medical staff to full unrestricted training and competition.

## USABS WAIVER REQUEST FORM

All waiver requests for USABS events must be submitted to the Director of Sport Performance in writing via hard copy or email as soon as practical. **The waiver fee of \$100.00 must be paid prior to the Waiver Committee's review.** Following receipt, the Waiver Committee will review the request and will make a decision and provide a written copy of the approval or denial of the waiver to the athlete within seven (7) days. Approved waivers will receive a \$100.00 refund of their fee. For non-approved waivers, fees are non-refundable.

**Athlete Name:** \_\_\_\_\_

**Date of Waiver Request:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Request a waiver from:** \_\_\_\_\_

**Check One of the Following:**

\_\_\_\_\_ **I wish to request a waiver due to an illness or injury.**

\_\_\_\_\_ **I wish to request a waiver due to an exceptional circumstance.**

\_\_\_\_\_ **Other purposes for requesting a waiver. Please detail below:**

\_\_\_\_\_

**Medical/injury details:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In cases of medical waivers, the Chief Medical Officer (CMO), or his/her designee, must examine the injured/ill athlete requesting the medical waiver. The Head Coach along with the CMO will make all decisions regarding the rehabilitation program. The injured athlete must follow the guidelines of the CMO and Head Coach to be able to receive and retain the waiver.

**CMO's comments & recommendations (to be filled out by the CMO):** \_\_\_\_\_

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**Exceptional Circumstance Section**

**If requesting a waiver due to an exceptional circumstance, please complete the section below:**

Please provide a detailed explanation of the exceptional circumstance:

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I, \_\_\_\_\_ do hereby state that the named documents, approved testimonies, and evidence listed are legitimate reasons in which I cannot participate.

Signature \_\_\_\_\_  
(Athlete/in case of a minor, parent/guardian)

Please submit the waiver payment online [here](#) and include a copy of your receipt with your waiver submission.

**USABS ATHLETE CONCERN FORM**

Athlete Name \_\_\_\_\_ Date \_\_\_\_\_

Current Athlete Level: WC ICC EC NAC Development Athlete

E--mailAddress: \_\_\_\_\_

Athlete Phone Number: \_\_\_\_\_

Date(s) of issue \_\_\_\_\_

Issue involves (circle one):

- 1. Coaching decision
- 2. Selection criteria/USABS Bylaws
- 3. Code of ethics/code of conduct
- 4. Another athlete(s) \_\_\_\_\_
- 5. USABS administration decision
- 6. Other \_\_\_\_\_

**STATEMENT OF THE DISPUTE**

Please describe the issue (use back if necessary or add attachment). Be sure to list all the facts involved and exactly how this concern has violated the Code of Ethics/Code of Conduct, Selection Criteria, and/or Bylaws referencing the section of the document in question i.e. (Code of Conduct section B sub--- section 1 states, etc.)

Please provide secondary information such as an e-mail that may support your claim. Please submit your Athlete Concern Form to the AAC, the Director of Operations and Compliance or the CEO.

**REMEDY**

Please specify the outcome or relief you are seeking:

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**URGENCY**

To the best of your knowledge, is there an urgency to resolve the dispute and if so, provide the reasons justifying the need for an expedited procedure and the deadline to resolve the dispute:

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**SIGNATURE**

The complaint must be signed by the Claimant (or claimant's authorized spokesperson or representative) or where a complaint is being brought on behalf of a team, by a representative of the team. If this complaint is being submitted electronically, the person sending the e-mail shall have been deemed to have signed the complaint.

By signing this document, the claimant attests that the information provided is accurate and truthful, allowing the AAC representative(s) to assist the claimant in finding the sought remedy the best way possible.

Signature of the Claimant / Authorized Spokesperson Representative

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Signature

Date

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Printed Name



## **USABS CONFIDENTIALITY AGREEMENT**

USA Bobsled/Skeleton (“USABS”), a New York not-for-profit corporation, is recognized by the United States Olympic & Paralympic Committee as the national governing body for the sports of bobsled and skeleton in the United States.

I, the undersigned person, desire to gain access to and/or use USABS equipment or USABS equipment manufactured in the future. I understand USABS equipment or future equipment contains design, construction, parts, and materials that are confidential. I also understand USABS equipment manufacturers develop technology for exclusive use in USABS owned equipment. The USABS equipment technology is recognized and protected as the proprietary and confidential trade secret information of USABS.

I acknowledge that in order to obtain and maintain the above-noted license, USABS is required to obtain my consent not to divulge to any person or organization other than USABS athletes, coaches or staff any documents or information relating to USABS sled technology. For this reason, by signing my name below, I hereby understand, acknowledge and agree I SHALL *NEVER DISCLOSE, USE, MISAPPROPRIATE, PROCURE OR IN ANY WAY COMPROMISE USABS SLED AND RUNNER TECHNOLOGY BY PROVIDING INFORMATION, DATA, ACCESS TO OR PHOTOGRAPHS OF USABS SLEDS TO ANY PERSON, ENTITY OR ORGANIZATION OTHER THAN USABS COACHES, ATHLETES OR STAFF WITHOUT THE PRIOR WRITTEN CONSENT OF THE CEO OF USABS.*

I also agree that I am alone responsible for my safety while using or working with USABS equipment. I understand bobsled and skeleton are action sports carrying significant risk of personal injury. I know that there are hazards and risks, which in combination with my action can cause me very severe or fatal injury. I further agree that I am responsible for my safety while I use or work with USABS sleds in practicing for and/or participating in competition events. I specifically acknowledge that USABS, and all their staff, representatives, successors, officers, directors, employees, and affiliates are NOT responsible for my safety. I am fully aware of the possible risks, conditions, and hazards of participating in bobsled/skeleton training and/or competitions as a competitor, coach, athlete or official. I also hereby agree to exercise not less than reasonable care at all relevant times when handling or using any of the USABS sleds so as to reduce the risk of any related property damage or personal injury. I realize that any breach of this Agreement may subject me to liability under one or more laws, including without limitation the trade secret laws of the State of New York. I also acknowledge that this Agreement will be binding on me, my heirs, successors, and assigns.

## USABS ATHLETE HANDBOOK ACKNOWLEDGEMENT

The USABS Athlete Handbook describes important information about USABS, and I understand that I should consult the Director of Sport Performance regarding any questions not answered in the handbook.

I, \_\_\_\_\_, have received notice of where the handbook is posted on the USABS website, and I understand that it is my responsibility to read all sections, including those sections referenced by links and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
**Athlete Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Athlete Printed Name**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**if Athlete is under 18 years of age**

\_\_\_\_\_  
**Parent/Guardian Printed Name**