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United States Olympic Training Centers

The United States Olympic Committee operates high-performance U.S. Olympic Training Centers in Colorado Springs, Colorado (CSOTC) and Lake Placid, New York (LPOTC). The elite training environments feature a talented network of scientists, doctors and athletic trainers; cutting-edge sports technologies; and state-of-the-art training and competition facilities that serve more than 20,000 athletes per year.

Contact Numbers

Colorado Springs (719) 866-4444

Lake Placid (518) 523-2600

Email OTCrequests@USOC.org

Definition of Use Types

- On-Site
 - A guest who stays at the OTC in a dorm room. On-site includes housing, full access to the dining room (meals), and based on program approval, access to training facilities/venues (gyms, pools, meeting space, strength and conditioning, medical services, and sport performance services).
- Off-Site with Meals (Meal Cards)
 - A guest who stays off-site (no OTC housing in the dorms) but has full access to the dining room (meals), and based on program approval, access to training facilities/venues (gyms, pools, strength and conditioning, medical services, and sport performance services.)
- Facility Use:
 - A guest who has access to their training area only (i.e. gyms, pool). There is no housing, meal access, strength & conditioning, medical or sport performance services included with this status, unless specially requested by the NGB and approved by Sport Performance.

*For all Use Types, please note that Sport Performance services, including medical coverage, clinic access, and strength and conditioning use must all be approved by Sport Performance prior to the start of camp.

How to Request an OTC Service

Requests by an NGB/PSO/HPMO for OTC services will be reviewed as part of the High-Performance Support process and therefore must be included in the NGB/PSO/HPMOs High Performance Plan. Any new requests for programs and/or addition of numbers to a program that is already funded are the fiscal responsibility of the NGB/PSO/HPMO making the request and will be charged at the applicable rate by the OTC unless approved by Sport Performance for additional funding. Please allow a minimum of one week for Sport Performance to determine funding, if applicable.

All program requests not approved through the High-Performance Support process will be handled by the associated OTC Operations Department. Listed below are examples of how each type of request should be submitted.

- NGB/PSO/HPMO program/camp/event
 - All requests should be made using the OTC program request form.
 - All requests should be emailed to both the OTC Requests mailbox as well as the relevant USOC High Performance Director.
- NGBs/PSO/HPMOs sponsoring international guests:
 - If an NGB/HPMO is submitting an OTC program request for an international user(s), the OTC International Guest Form must be completed when the request is submitted. Please note that the NGB/PSO/HPMO submitting the request for the international user or program will be responsible for paying the program invoice if the international user fails to do so.
 - The standard international user rates still apply to sponsored international guests and programs.
- Housing/Venues/Meeting Space
 - All requests should be made using the OTC program request form.
 - All requests should be emailed to the OTC Requests mailbox.
- Meals Coupons
 - All requests should be made using the Meal Coupon request form.
 - If affiliated with an already requested/approved OTC program, please submit the completed form to your Operations Program Coordinator.
 - If not affiliated with an approved program at the OTC, please submit the completed form to OTCrequests@USOC.org
- Training Special (less than 5 people)/Medical Rehabilitation
 - A request should be submitted at least 5 business days prior to start date of the program. Training specials and medical rehab funding and housing availability will be considered on a case by case basis by Sport Performance, Sports Medicine and the OTCs.
 - The NGB/PSO/HPMO should initially process all rehab requests through the NMN before submitting a program request to the OTC/Sport Team staff.
- Transportation / Vehicles
 - Local airport transportation is included for a program taking place at the CSOTC. For programs taking place at LPOTC, please contact your Program Coordinator to schedule airport transportation.
 - For additional shuttle needs or vehicle rentals please submit a vehicle request form to your Operations Program Coordinator at the applicable training center.

- Use of an OTC Venue/Sport Experience
 - All requests should be made using the OTC program request form
 - All requests should be emailed to the OTC Requests mailbox.

OTC Rates for 2018

2018 – Program requests will be either funded by Sport Performance through a HPP or charged the \$90/night rate (USOC/NGB Domestic Rate) or \$125/night rate (International Rate) for on-site users.

Rate Categories

Domestic Rate

- USOC
- NGB
- PSO
- HPMO
- Coaching Education

International Rate

- NGB Fantasy Camps
- PASO
- International Guests
- Marketing/Development Experience Package

For the Colorado Springs Olympic Training Center

For an upgraded charge of \$35/person/night, programs may request guests stay in a suite located in Building 8 and 10, based on availability.

For the Lake Placid Olympic Training Center

For an upgraded charge of \$40/person/night (domestic guests) and \$80/person/night (international guests), programs may request single rooms, based on availability.

RATES

DOMESTIC

All Inclusive Packages (see "Definition of Use Types" for list of services included)

Per Person/Per Night

On-Site	\$ 90.00
Off-Site with Meal Access	\$ 45.00
Facility Use	\$ 15.00

***Please refer to the 2017 variable pricing model for on-site rates for each month of the year.**

Individual Services

Dining

Meal Coupons per person

Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$10.00

Catering for Meetings or Events Call for rates

Coffee/Tea Service Call for rates

Transportation (see Vehicle Policy for further details)

Colorado Springs Airport Pickup (Call LP for Albany rates)..... No Charge

Local Shuttles for training purposes* No Charge

**Excessive/special cases and non-training related runs will be charged at Driver Hourly Rate
x # of shuttle runs x vehicle usage charge*

Vehicle Maintenance Fee (OTC program related).....\$10/day

Venue Usage

Meeting Rooms (includes AV & set up)

Small (Holds approx. 5- 25 people)..... \$20/Hour

Medium (Holds approx. 25 – 60 people)..... \$40/Hour

Large (60 + people) \$60/Hour

Visitor Center (Colorado Springs) \$500/Hour (call for details)

Gym/Bay \$75/Hour

Strength & Conditioning..... \$10/Hour/Person

Indoor Pool..... \$100/Hour/\$10/Lane

Outdoor Pool..... \$50/Hour

Event Set Up/Tear Down.....Call for rates

Customized ServicesCall for rates

- Tours
- Athlete Demos
- Sport Experiences
- Aquatics Filming
- Wind Tunnel
- Team Building

INTERNATIONAL

All Inclusive Packages (see "Definition of Use Type" for list of services included)

Per Person/Per Night

On-Site	\$125.00
Off-Site with Meal Access.....	\$80.00
Facility Use Only	\$20.00

Individual Services

**The OTC must purchase TravMed insurance for all international guests/users*

Dining

Meal Coupons (N/A - for domestic guests only)

Transportation (see Vehicle Policy for further details)

Colorado Springs Airport Pickup (Call LP for Albany rates).....	No Charge
Local shuttles	(Call for availability and rates)

Venue Usage

Meeting Rooms (includes AV & set up)

Small (Holds approx. 5- 25 people).....	\$20/Hour
Medium (Holds approx. 25 – 60 people).....	\$40/Hour
Large (60 + people)	\$60/Hour
Visitor Center (Colorado Springs)	\$500/Hour (call for details)
Gym/Bay	\$75/Hour
Strength & Conditioning.....	\$10/Hour/Person
Indoor Pool.....	\$100/Hour/\$10/Lane
Outdoor Pool.....	\$50/Hour

Event Set Up/Tear Down.....Call for rates

Customized ServicesCall for rates

- Tours
- Athlete Demos
- Sport Experiences
- Aquatics Filming
- Wind Tunnel
- Team Building

POLICIES

Policy Statement

The allocation of financial resources, OTC services and OTC space to NGB/PSO/HPMOs is aligned directly with USOC Sport Performance. Space allocation at the OTCs is prioritized, first for those elite athlete NGB/PSO/HPMO programs that have been funded through the High-Performance Support process, and second for NGB/PSO/HPMO programs that were a part of the High-Performance Plan but not funded. Once those NGB/PSO/HPMO program space needs are met, the OTC then allocates space to sponsors, NGB/PSO/HPMOs for their development and other programs, revenue generating programs, and other sport and non-sport programs.

Once the overall OTC High Performance Support process is approved by Sport Performance, NGB/PSO/HPMOs will be allocated a total amount of OTC resources that can be used against the approved programs in their High-Performance Plan. Any changes to programming, dates, number of athletes, etc. that require a request for funding should be made to the OTC and Sport Performance. The request must also remain consistent with OTC policies and procedures, and the OTC must have the space to accommodate the requested change. Sport Performance approval will also be required for any significant changes, such as a previously approved National Team camp changing to a U15 Developmental camp.

Acknowledgement of Approval

- Acknowledgements of program approval, provided by the OTC, will accompany all program approvals.
- NGB/PSO/HPMOs must approve all services listed and return the signed acknowledgement form to the OTC for each program approval, at least 30 days prior to the start of the program.
- Failure to return the form by the date indicated on the acknowledgement form, at least 30 days prior to the start of the program, may result in cancellation of the program.

Program Cancellation & Reduction in Numbers Policy

(Includes any/all camps, meetings, etc. utilizing any OTC resource)

- All programs will be subject to a fee of 25% of any number reductions or cancellations completed after the following deadlines, based on the overall value of the program.
 - If program value is less than \$5,000, a program may cancel or reduce numbers up to 30 days out from the program start date.
 - If program value is \$5,000 - \$30,000, a program may cancel or reduce numbers up to 45 days out from the program start date.
 - If program value is >\$30,000, a program may cancel or reduce numbers up to 60 days out from the program start date.
 - EXAMPLE (Cancellation): If a program is valued at \$10,000 and the program is canceled after the 45-day deadline, the NGB/PSO/HPMO will be charged \$2,500.

- **EXAMPLE (Reduction in Numbers):** If a program is valued at \$10,000 and the NGB/PSO/HPMO reduces numbers after the 45-day deadline from 40 approved to 30 approved, the NGB/PSO/HPMO will be responsible for 25% of costs associated with the 10 people, in addition to the full costs of the 30 people in the program.
- All program approvals will include the program value for reference.
- Any late arrival or early departures need to be approved with your OTC representative as charges may be applied for the unused resources (i.e. bed night, meals, facility use, etc.) at the current OTC rate.
- A program may request an increase in participant numbers up to 30 days prior to the first scheduled arrival. However, all requests should first be approved by the relevant OTC to ensure space/services availability.
- The OTCs may require NGBs/PSOs/HPMOs that have a history of delinquency on payments to the USOC to prepay for all non-funded programs and guests. These NGBs/PSOs/HPMOs will be notified before booking the program that they are required to prepay.

Funded programs

- If the NGB/PSO/HPMO cancels a program funded by Sport Performance prior to their deadline listed above (30-days, 45-days, or 60-days) from the start of the program, the funds will be returned to Sport Performance to reallocate in the same calendar year for any new NGB requests.
- If the NGB/PSO/HPMO cancels a program funded by Sport Performance within their deadline listed above (30-days, 45-days, or 60-days) from the start of the program, the NGB/PSO/HPMO will lose the funding for the canceled program and be held to the 25% cancelation fee, as listed above.

Change in Approved Program Dates Policy

- International Federation (IF) calendar/date changes will be supported by OTCs but will be based on resource availability.
- All other date changes (non-IF related) will be reviewed by OTCs based on subject resource availability.

OTC Program Coordination Forms

- All OTC forms (Program Roster, Transportation/Flight information, Housing Map, Program schedule) must be received by the Operations program coordinator at least 14 days prior to program start date to ensure the successful execution of program planning.
- NGBs/PSOs/HPMOs are encouraged to work with the OTC Operations staff to avoid late submission of information. Late program submissions may result in the inability to fulfill the program request and/or fines of \$100/form/day to the NGB/PSO/HPMO.
- Changes are accepted up to 14 days from the program start date. Unusual circumstances due to injury, sickness or family emergency will be accommodated where possible.

- If information is missing at 3 days prior to program start date, the OTC reserves the right to cancel portions of the program or the program in its entirety at full cost charged back to the originating party.
 - Exceptions to this policy include sickness, injury, family emergency or flight delay.

Event Security

- A security officer(s) is(are) required for large competitions/events on the OTC complex and the Velodrome or as deemed necessary depending on the type of competition/event or the number of spectators in attendance.
- The cost of the officer is the responsibility of the competition/event organizer (i.e. NGB/HPMO).
- The hourly rates per officer (subject to change) for competitions and events are as follows:
 - \$19.34 per hour
 - \$29.02 per hour premium rate (holidays and 72 hours or less notice for additional officers)

Sport Performance Services, Strength and Conditioning & Sports Medicine

- OTCs are available to coordinate:
 - Access to Sports Medicine & the Strength and Conditioning Facility (in cooperation with the appropriate Sport Performance team)
- For the following services please contact your relevant Sport Performance High Performance Director:
 - Nutrition
 - Psychology
 - Physiology
 - Performance Technology
 - Lab Services
 - Sports Medicine

OTC Operations staff will coordinate any meeting rooms or venues required for all camps, events, and programs.

Transportation

- Shuttle Reservation Policy (All Users)
 - If a flight is cancelled or delayed the passenger should notify the OTC by calling the relevant site front desk number.
 - Lake Placid – 518-523-2600
 - Colorado Springs – 719-866-4444

Requests for airport shuttles should be submitted 24 hours in advance (4 days in advance in Lake Placid). Please sign up for shuttles at the front desk. For those departing on a weekend or a Monday, all requests should be submitted by noon on Friday.

- Vehicle Reservations (All Users)

- Vehicles should be picked up on the scheduled date and time of the reservation. Any vehicle not picked up on the scheduled date may result in the loss of use of the vehicle. Exceptions include a delayed flight in which the arrival occurs a day later than expected.
- Colorado Springs vehicle keys and paperwork can be picked up at the transportation building prior to 5:00 pm. After 5:00 pm or on the weekend pick up will take place at the OTC registration desk.
- At Lake Placid, key pickup and paperwork will always take place at the registration desk.
- All drivers must have a valid US driver's license and must be a coach or staff member. Athletes are not allowed to drive USOC vehicles.
- Vehicles must be returned with a full tank of gas and in the same condition it was received.
 - Vehicles returned without a full tank of gas, the NGB/HPMO /user will be charged the cost of the gasoline plus a service charge of \$25/vehicle.
 - Vehicles returned dirtier than checked out (i.e., trash inside, spills, sand and mud on the interior) are subject to a cleaning fee of \$25/vehicle.

Shuttle Reservation Policy (All Users)

- If a guest signs-up for a shuttle and is not present at the time of the scheduled pick-up or drop-off (no-show), the guest may lose future transportation privileges. These privileges may be reinstated at the discretion of the OTC.

Service Animal Guidelines

Service animals as defined by the ADA, are allowed on the OTC complex, as well as, residences when they are serving an individual with a disability. These service animals may accompany individuals with disabilities in areas where the general public may also go, however, they may not reside in residence halls without approval from USOC ADA Compliance Office.

Emotional support animals are not considered service animals and are not permitted in campus buildings.

Housing requests for service animals are processed as follows:

- Provide the USOC ADA Compliance Office with appropriate documentation of his/her disability and a description of the disability related tasks which the animal performs before prospective housing will be needed
- Animals must be immunized in accordance with state health and safety codes
- Approval will be recorded by the OTC and the USOC ADA Compliance Office

Individuals using a service animal are responsible for their service animal at all times. The owner is responsible for the following:

- The health of the animal with verification from a licensed veterinarian and/or service animal school
- Maintaining cleanliness at all times, including the sanitary disposal of animal waste
- Any property damage caused by the animal

- The behavior of the animal in private and public places
- Due care and diligence in use of the animal on the OTC campus

If the service animal is approved by the USOC ADA Compliance Office, the following must occur:

- Attempts will be made by OTC staff to house the individual with the service animal in a single room to avoid any conflict due to allergies, fear of animals, etc.
- The Athlete with a disability may also be charged for damage caused by himself or his service animal.
- The animal is not to create an undue financial or administrative burden by being at the OTC, nor is it to cause a direct threat to health or safety of others or cause physical damage to the property of others.
- The OTC's may designate a training/play area for the service animals.
- The service dog must be under control of the handler at all times. This means that other individuals who are not the handler of the specific service dog should not be walking, babysitting, training, or working with the dog at any time.

A service animal means **any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.**

Examples of animals that fit the ADA's definition of "service animal" because they have been specifically trained to perform a task for the person with a disability:

- Guide Dog or Seeing Eye® Dog – trained as travel tool for visually impaired
- Hearing or Signal Dog – trained to alert hearing impaired when a sound occurs (i.e. knock on the door)
- Psychiatric Service Dog – trained to perform tasks that assist individuals with disabilities to detect the onset of psychiatric episodes and lessen their effects
- SSigDOG (Sensory/Social Signal Dog) – trained to assist a person with autism
- Seizure Response Dog – trained to assist a person with a seizure disorder

Emotional Support or Comfort Animals

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. The work or tasks performed by a service animal must be directly related to the individual's disability. It does not matter if a person has a note from a doctor that states that the person has a disability and needs to have the animal for emotional support. A doctor's letter does not turn an animal into a service animal. These support animals provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities. Even though some states have laws defining therapy animals, these animals are not limited to working with people with disabilities and therefore are not covered by federal laws protecting the use of service animals.

ADA Policies

Where Service Animals Are Allowed

Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.

Service Animals Must Be Under Control

Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Other Rules

- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.
- Establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises.
- People with disabilities who use service animals cannot be isolated from other patrons, treated less favorably than other patrons, or charged fees that are not charged to other patrons without animals with the exception of paying for damage cause by the animal
- Staff are not required to provide care or food for a service animal.

Safe Sport

- The USOC is committed to improving the development and safety of athletes and participants involved in sport, including by creating a safe and positive environment for physical, emotional and social development, ensuring an environment free of misconduct, and working cooperatively with the U.S. Center for Safe Sport. To that end, the USOC has adopted a Safe Sport Policy and an NGB Athlete Safe Sport Policy. Those Policies are set forth on the USOC website at <https://www.teamusa.org>.
- In furtherance of those Policies, the USOC requires any non-athlete training, residing or working at an Olympic Training Center to undergo a background check and to complete a safe sport education and training program. Additionally, the USOC will implement safeguards specifically aimed at protecting minors.
- **Background Checks** A non-athlete, prior to training, residing or working at an OTC, must undergone a background search conducted pursuant to the individuals

- NGB/PSO/HPMO or sponsor organization's background search policy and procedure. The background check must meet certain basic standards as provided for by the USOC, including following the National Council of Youth Sports Recommended Guidelines. The individual must have completed the background search within the two years preceding admission to train, reside or work at the OTC.
- If an individual arrives at an OTC without having completed the background check, the individual will be denied access to the OTC.
 - A finding of a criminal conviction through a background search, or through any other means, may result in the individual being denied admission to train, reside or work at the OTC. Such matters will be addressed pursuant to the USOC Training Center Access Protocol, attached as Appendix A.
 - Notwithstanding the above, international background checks are not always possible or reliable for individuals who are not US citizens or green card holders. For these individuals, the NGB/PSO/HPMO or sponsor organization must provide the name, passport number and visa information to the USOC within a reasonable time prior to the individual's arrival at the OTC. Failure to provide this information will result in the individual being denied admission to the OTC. The information provided by the NGB/PSO/HPMO or sponsor organization will be forwarded to the USOC Security Office who will provide this information to the FBI. If the FBI responds with information that causes concern regarding the individual's background history, the individual may be denied admission to train, reside or work at the OTC. Such matters will be addressed pursuant to the USOC Training Center Access Protocol, attached as Appendix A.
 - **Safe Sport Education and Training** A non-athlete, prior to training, residing or working at an OTC, must complete a safe sport education and training program. The safe sport education and training program must either be administered by the USOC or conducted pursuant to the individuals NGB/PSO/HPMO or sponsor organization's safe sport policy and procedure. An NGB/PSO/HPMO or sponsor's education and training program must meet certain basic standards as provided for by the USOC, including being based on materials and information available from the US Center for Safe Sport. If an NGB/PSO/HPMO or sponsor organization wishes to utilize the USOC's education and training program, it can be accessed via the following link: <http://training.teamusa.org/store/details/1>. Questions regarding utilizing or accessing the portal can be directed to an Operations staff member, who will be available to provide assistance. The individual must have completed the safe sport education and training within the two years preceding admission to train, reside or work at the OTC.
 - If an individual arrives at the OTC without having completed the safe sport education and training program he or she will be afforded an opportunity to complete the USOC education and training course on-site. The USOC will provide computer terminals to individuals taking the education and training program on-site. The education and training program will be conducted through the USOC training portal. If an individual fails to complete the safe sport education and training program, the individual will be denied access to the OTC.

Minors

In order to create a safe and positive environment for minors, the USOC will implement the following safeguards. For purposes of this section, a minor is considered any individual who has not reached the age of 18.

1. A minor 12 years old or younger shall not be allowed to reside at the OTC unless permission is granted by the individual's parent/guardian and approved by the USOC.
2. An adult shall not be alone with a minor. Where contact with a minor occurs, two or more adults must be present at all times.
3. An adult shall not enter the room of a minor, unless accompanied by another adult. In situations where an adult is supervising a minor overnight, the adult should not enter the minor's room, private restroom facility, or similar area unless accompanied by another adult. If room checks are conducted, the door to the room must remain open during the check.
4. An adult shall not engage in abusive conduct of any kind toward, or in the presence of, a minor.
5. An adult shall not strike, hit or administer corporal punishment to a minor.
6. An adult shall not touch a minor in an improper, inappropriate or illegal manner.
7. An adult shall not provide alcohol or illegal drugs to any minor.
8. A prescription drug or medication may only be provided to a minor if required for the minor's health care and if specifically authorized in writing by the parent or legal guardian of the minor. If emergency treatment of a minor is required, the adult shall immediately call 911 and contact the USOC's Sports Medicine Department.
9. An adult shall not make sexual materials available to minors or assist them in gaining access to such materials.
10. An adult shall not encourage, advise, or cause any minor to violate the OTC Code of Conduct, other USOC rules and regulations or applicable law.
11. Guests of a minor (other than the designated parent/legal guardian) are restricted to visitation in the athlete dormitory lobby or floor lounges.

Room Assignments

- The USOC will not assign individuals of the same gender to the same room unless the individuals are (i) a parent/guardian and the child of the parent/guardian or (ii) married.
- Gender neutral rooms will be made available upon request.

ACCESS PROTOCOL FOR OTC GUESTS

OTC Access

The United States Olympic Committee (USOC) endeavors to provide a safe environment for all athletes and other individuals who reside, train, work or compete at USOC Training Centers. Each individual who registers to reside, train, or compete at a USOC Training Center shall comply with the disclosure requirements as set forth in the USOC Olympic Training Center (OTC) Access Protocol - see Appendix A.

Additionally, it is a privilege, not a right, for any person to access and/or train at the USOC OTCs.

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

- The transportation, possession or unauthorized use of alcoholic beverages or containers (empty or full) that contain alcoholic beverages on the premises is prohibited.
- Marijuana and marijuana paraphernalia in any form is not permitted in the OTC dormitories or facilities.
- Tobacco in the form of cigarettes is only allowed in designated smoking areas only and chewing tobacco may not be used indoors in common areas. Tobacco may be stored in the dormitories.
- The transportation, possession or unauthorized use of illegal drugs, drug paraphernalia, and/or banned substances, as defined by the International Olympic Committee (IOC), International Paralympic Committee (IPC), World Anti-Doping Agency (WADA), the United States Anti-Doping Agency (USADA), or the United States Olympic Committee (USOC) rules, on the premises is prohibited.
- Visitors/unregistered guests are prohibited in the dormitory areas or on the premises between 11:00 PM and 7:00 AM daily. When on-site, visitors must be accompanied by the registered athlete/guest at all times.
- Quiet hours are from 10:00 PM – 7:00 AM daily.
- Users must keep their ID card on them at all time.
- Scanning an ID card by an unauthorized person(s) for any reason is prohibited. This includes passing cards to access the dining hall and acquiring to-go meals for persons who do not have meal access.

- Any physical damage to a facility or loss of items from a dormitory room (e.g., blankets, lamps, etc.) will be charged back to the NGB assigned to the room in which the damage or loss occurs.
- The OTC is not responsible for loss or damage to the personal property of athletes, coaches, guests or residents on site. USOC Risk Management recommends the purchase of tenant insurance by individuals residing on site.
- Space heaters, electric frying pans, toaster ovens, microwaves, hot plates, or any appliance or equipment rated above 6 amps and/or 750 watts are strictly prohibited in the dormitories.
 - If you need additional outlets, a multiple outlet strip is required. Extension cords and plug-in adapters are not acceptable.
- Candles, incense, or any other type of open flame items are prohibited in the dormitories.
- Weapons, such as guns, knives, swords, etc. are prohibited at the OTC and should not be transported on complex or stored in dormitories. This includes weapons for individuals who have a conceal carry permit.
- Tactical sports equipment (e.g. firearms, ammunition, archery arrows, and bows) are allowed at the OTC, but must be stored in the appropriate location for each OTC (i.e. Colorado Springs firearms and ammunition should be stored in Shooting range safe). Oversized sports equipment may not be stored in the dormitory.
- The dormitory hallways must remain clear of debris at all times. No athlete may store bicycles, furniture or other items in the hallways. If you require bicycle storage, or need an item of furniture removed, please contact the Front Desk at x4444 (Colorado Springs) or x2600 (Lake Placid).
- Animals are strictly prohibited in the dorms and on-site with the exception of service animals. All service animals must be reported upon check-in.
- Checkout from the dorms on day of departure is 9:00am. All belongings must be removed from your room prior to 9:00am, but you are allowed to keep your access card until after you eat breakfast/lunch. If you have an afternoon flight, you may store your belongings in the luggage room in the athlete center in Colorado Springs. Ask for access to this room at the front desk. Additional charges may be incurred if rooms are not vacated before 9:00am.
- If you would like to keep your ID as a souvenir upon departure, you may do so. However, in order to checkout of your camp/program, you must scan your ID at the front desk before leaving the OTC.

- The willful disabling of any smoke detector or tampering or interfering in any way with any fire alarm system, including causing a false fire alarm (by pulling the fire alarm handle) will result in immediate dismissal from the Olympic Training Center.
- Any unauthorized use of services and/or facilities at a training center could result in loss of privileges.
- Unacceptable behavior will not be tolerated, including but not limited to, the following:
 - Any act in violation of federal, state, or local laws, or a violation of USOC policies
 - Gross misconduct
 - Willful destruction of property

Violations of any of the offenses listed above may result in the following consequences:

- **1st offense:** up to 3-month forfeiture of OTC privileges (housing, meal access and/or training at the OTC)
- **2nd offense:** up to 6-month forfeiture of OTC privileges (housing, meal access and/or training at the OTC)
- **3rd offense:** up to life-time forfeiture of OTC privileges (housing, meal access and/or training at the OTC)
- **Severe violations (i.e. Safe Sport violations, PED violations, etc.)** – May receive a more severe consequence on a case by case basis
- **Athletes subject to any of the above consequences shall not be barred from any protected competition (as defined in the USOC Bylaws) that takes place at the OTC.** Should a protected competition take place at the OTC, restrictions may be placed on the athlete, such as, but not limited to, locations beyond the venue.

APPENDIX A

United States Olympic Committee USOC Training Center Access Protocol Effective 12/01/2011

1. Introduction

At times, issues arise concerning who should have access to United States Olympic Committee (USOC) Training Centers. In this regard, the USOC endeavors to:

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

The USOC may refuse access at any time to an individual whose conduct or activity falls under Part 2 of this Protocol.

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

2. Duty to Disclose/Background Check

An NGB, in submitting a proposal to have an individual reside, train or compete at a USOC Training Center, shall disclose to the USOC any information in its possession pertaining to any individual who (1) has been convicted of a felony, (2) has been arrested or criminally charged with a felony, where such arrest or charge has not yet been adjudicated, (3) has committed an act, or is engaging in an activity, that may raise concerns regarding the safety of individuals or the protection of property, or (4) engaged in, or is engaging in, other activity that may harm the USOC's reputation. In submitting its proposal, the NGB shall certify that it has disclosed any known conviction or activity as enumerated above. Disclosure of any such conviction or activity should occur at least six weeks before the program check-in date at a USOC Training Center or as soon as the NGB, or its representatives, becomes aware of an issue meeting the above requirements. Thus, an NGB's duty of prompt disclosure is ongoing.

Additionally, each individual who registers to reside, train or compete on a USOC Training Center shall fill out a Disclosure Form, listing any felony conviction and any

arrest or criminal charge that has not yet been adjudicated. Also, if an individual is arrested, charged or convicted of any illegal or criminal activity after obtaining access to the Training Center, the individual is obligated to inform the Director of the USOC Training Center within 24 hours of such arrest or charge.

The USOC, upon learning of conduct or activity as enumerated in (1) through (4) above, may refuse to allow access to that individual at the time of check-in. Further, failure to disclose such known conduct or activity by the NGB may adversely affect the terms of the NGB's Performance Partnership Agreement with the USOC and any such disclosure failure by the athlete may affect the athlete's future access to the USOC Training Center.

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

3. USOC Hearing

On receipt of a disclosure made pursuant to this Protocol, the Chief of Sport Operations shall notify the Review Panel as described below if (1) he/she believes the individual should be denied access; or (2) the disclosure reveals a felony conviction or charge or any other conviction or charge of a violent or sexual nature and he/she believes the individual should be granted access. The USOC shall discuss the matter with the NGB. The USOC shall also notify the individual and inquire if the individual still desires to have access to the USOC Training Facility. If the individual desires access and the NGB continues to support the individual's access to a USOC Training Center, the individual will be afforded a hearing before a USOC Review Panel. The USOC Review Panel will then conduct a hearing to determine whether to allow the individual access and whether any restrictions will be placed on such access.

The Review Panel will consist of the Chief Administrator Officer or his/her designee, Chief of Sport Performance or his/her designee, the USOC Director of Safe Sport or his/her designee, the Chief of Security or his/her designee, and a representative from the USOC General Counsel's Legal Division. In addition, the Director of Risk Management may advise the Review Panel as to any attendant risks.

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

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

from the individual's NGB regarding the NGB's position on allowing the individual access to the USOC Training Center. In addition to any evidence or argument provided by the individual, the Review Panel will consider the recommendation of the USOC CEO, if any.

The Review Panel shall have authority to set timelines and other rules regarding the proceeding and the conduct of the hearing, as it deems necessary.

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

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

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

4. Finding & Restrictions

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

5. Arbitration

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