

USA Beach Handball
STAFF SELECTION PROCEDURES
2019 ANOC WORLD BEACH GAMES
19 July 2019

These procedures provide for selection of the USA Team Beach Handball **Games Staff Head Coach and Team Leader/Assistant Coach** for the 2019 ANOC World Beach Games. Accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size.

1. What are the USA Team Handball's criteria for the Beach Handball Head Coach and Team Leader position(s) (attach a job description, if any)?

Head Coach and Team Leader must:

- 1.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.
 - 1.1.1. Should a nominee experience any event between the time the background check is conducted and the relevant Games that may change his/her background check status, the nominee must inform the USA Team Handball and/or USOC.
- 1.2. Successfully complete the US Center for SafeSport safe sport awareness training and education program
- 1.3. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 1.4. Have the ability to work effectively with the USOC.
- 1.5. Have strong administrative, communication, and organizational capabilities/skills.
- 1.6. Be responsible for team's adherence to all rules regarding discipline at the Games.
- 1.7. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 1.8. Other criteria common to both Head Coach and Team Leader as determined by the USA Team Handball.
 - 1.8.1. Head Coach and Team Leader (who may also serve as an Assistant Coach) must have previously served as a Team Leader, Coach, or in a similar role for USA Team Handball's Beach Handball National Team or indoor programs at the senior, junior, or cadet level.
 - 1.8.2. Head Coach and Team Leader (who may also serve as an Assistant Coach) must possess a high level of specific technical and tactical knowledge of Beach Handball and sport training.
 - 1.8.3. The Head Coach and Team Leader (who may also serve as an Assistant Coach) must have thorough knowledge and understanding of the International Handball Federation rules and regulations governing the sport, and follow all USA Team Handball and USOC policies that govern the Games competition.
 - 1.8.4. Demonstrate ability to establish harmonious relationships with athletes and other Beach Handball and USA Team Handball personnel.
 - 1.8.5. Be listed on USATH's Long List and must have successfully completed all Games Registration requirements by the stated deadline.
 - 1.8.6. Participate in USADA training as required for the position (if applicable).

In addition to criteria 1.1. through 1.18. above, Team Leader must:

- 1.9. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 1.10. Have the USA Team Handball's approval to make financial decisions regarding the Team.
- 1.11. Other Team Leader-specific criteria as determined by USA Team Handball.
For consideration the Team Leader must meet the following additional criteria:
 - 1.11.1. The Team Leader must have a current USA Team Handball membership.
 - 1.11.2. The Team Leader must possess the specific administrative, communication, and organizational capabilities required of the Team Leader's role.
 - 1.11.3. The Leader must be an individual who is in full compliance with all of the all USA Team Handball and USOC polices.
 - 1.11.4. The Leader must not currently be under active investigation for a Code of Conduct violation.
 - 1.11.5. If a Team Leader has had a Code of Conduct violation in the past, the sanction period must be complete to be eligible for staff selection.

In addition to criteria 1.1. through 1.8. above, Coach(es) must:

- 1.12. Other Coach-specific criteria as determined by USA Team Handball:
 - 1.12.1. The Head Coach must have a current USA Team Handball membership.
 - 1.12.2. The Head Coach must possess the specific administrative, communication, and organizational capabilities required of the Team Leader's role.
 - 1.12.3. The Head Coach must be an individual who is in full compliance with all of the all USA Team Handball and USOC polices.
 - 1.12.4. The Head Coach must not currently be under investigation for a Code of Conduct violation.
 - 1.12.5. If the Head Coach has had a Code of Conduct violation in the past, the sanction period must be complete to be eligible for selection.

2. How will the USA Team Handball and Beach Handball make known the Staff position(s) and/or application process?

- 2.1. A notification will be posted on the USA Team Handball website, social media channels, including all USA Beach Handball specific sites as a call for applications for the ANOC World Beach Games Staff.
- 2.2. Individuals interested in being considered for a Staff position for the ANOC World Beach Games, should send a cover and resume to the follow individuals and email addresses:
 - Barry Siff, email address: barrysiff@gmail.com
 - Dennis Berholtz, email address: denberk@msn.com
 - Dee Miller, email address: dee.miller.tx@gamil.com
 - Sandra De la Riva Repede, email address: [Sandra de la riva@hotmail.com](mailto:Sandra_de_la_riva@hotmail.com)
 - David Thompson, email address: dthompson@trinitybirmingham.com

Application Deadline for the ANOC World Beach Games Staff Applications is:

27 July 2019

3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

3.1. Individuals interested in being considered for the Staff Position(s) for the ANOC World Beach Games must submit a cover letter and resume stating his/her interest to the Selection Committee member list below.

- Barry Siff, email address: barrysiff@gmail.com
- Dennis Berholtz, email address: denberk@msn.com
- Dee Miller, email address: dee.miller.tx@gamil.com
- Sandra De la Riva Repede, email address: [Sandra de la riva@hotmail.com](mailto:Sandra_de_la_riva@hotmail.com)
- David Thompson, email address: dthompson@trinitybirmingham.com

The Selection Committee will use the criteria in section 1 to evaluate candidates who expressed interest. The committee will select the candidates(s) for Head Coach and Team Leader/Assistant Coach, who best meet the criteria, up to the number of accreditations provide to USA Team Handball for the ANOC World Beach Games.

4. Describe the removal of Games Staff:

An individual who is to be nominated to the above-listed Games Staff position(s) by the USA Team Handball may be removed as a nominee for any of the following reasons, as determined by the USA Team Handball.

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Team Handball CEO and/or Board Chairperson.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by the USA Team Handball and the USOC. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the USA Team Handball, his/her injury will be assumed to be disabling and he/she may be removed.
- 4.3. Inability to perform the duties required.
- 4.4. Violation of the USA Team Handball's Code of Conduct (Attachment A).
- 4.5. If NGB has other specific reasons, list those reasons here.
Not applicable

Once the Games Staff nomination(s) is/are accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition to any applicable NGB Code of Conduct, the USOC's Code of Conduct and Grievance Procedures apply. The USOC's Code of Conduct and Grievance Procedures can be found at:

<http://www.teamusa.org/Athlete-Resources/Athlete-Ombudsman/Resources/Code-of-Conduct>
<http://www.teamusa.org/Footer/Legal/Governance-Documents>

5. Describe the replacement of Games Staff:

In the event that the Nominated Games Staff member is unable to perform the duties of the position(s) for injury, illness, Code of Conduct violation or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all of the criteria listed in #1 above and, if applicable, come from the pool of candidates described in #3 above.

6. Conflict of Interest:

Any individual who is being considered for the ANOC World Beach Games Staff position(s) or persons involved in the selection process who has or may have a conflict of interest, must disclose this information, recuse him or herself and not influence others regarding the discussions, meetings or decisions involving selection of the Games Staff position(s). Members of the Staff Selection Committee will be required to sign the USA Team Handball Conflict of Interest Policy.

7. Date of Nomination:

On or before 27 July 2019

The Games Staff Nomination Form with the Staff nominee's name, including the name of a replacement (if applicable), will be submitted to the USOC on or before:

On or before July 30, 2019



8. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by the NGB in the following locations:

8.1. Web site: www.usateamhandball.org

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.

8.2. Other (if any):

Position	Print Name	Signature	Date
USA Team Handball CEO	Barry Siff		19 July 2019
USA Team Handball Board Director	Dee Miller	<i>Dee Miller</i>	19 July 2019
Director of Beach Handball	Dennis Berholtz	<i>Dennis Berholtz</i>	19 July 2019
USOC Athletes' Advisory Council Representative*	David Thompson		19 July 2019

* If the USOC AAC Representative has delegated authority to the Alternate AAC Representative to sign the Selection Procedures, attach a letter from the AAC Representative indicating the reason he/she has delegated authority.

* Signature by the Athlete Representative constitutes that he/she has read and understands the Selection Procedures. If the Athlete Representative reads and does not agree with the Selection Procedures being submitted by USA Team Handball, he/she may submit those reasons in writing to his/her Sport Performance Team.

* If, for some reason, a sport does not have an elected USOC AAC Representative, the USA Team Handball must designate an athlete from that sport to review and sign the Selection Procedures.



(Attachment A)

USA TEAM HANDBALL

Code of Conduct Policy

11 July 2019

I. INTRODUCTION

USA TEAM HANDBALL is the National Governing Body for the sport of **Team Handball**. It supports **Team Handball** athletes in their pursuit of fitness, health and competitive excellence. **USA TEAM HANDBALL's mission is to** *The mission of USA Team Handball is to educate, develop, promote, and grow the sport of Team Handball at all levels in the United States, to enable United States athletes to achieve sustained competitive excellence, and to win medals in International and Olympic competition.*

USA TEAM HANDBALL accomplishes this mission through its commitment to:

- A. Honesty, integrity, and trustworthiness in all dealings;
- B. Respect for the rights, differences, and dignity of others;
- C. Accountability and transparency;
- D. Preserving **USA TEAM HANDBALL's** stewardship role for the sport of **TEAM HANDBALL**;
- E. Conducting operations in a manner that protects the health and safety of all participants and all people in the communities in which they operate;
- F. Following all applicable rules, laws, regulations, and codes of conduct; and
- G. Recording all **USA TEAM HANDBALL** activities accurately.

USA TEAM HANDBALL has adopted this Code of Conduct to support these values and with the expectation that people who work for, or on behalf of, **USA TEAM HANDBALL** conduct themselves consistent with **USA TEAM HANDBALL's** mission and these core values.

II. APPLICABILITY

This Code of Conduct applies to all employees, members, volunteers, board members, committee and task force members, hearing panel members, directors, officers, and representatives of **USA TEAM HANDBALL** member organizations that involve or are governed by **USA TEAM HANDBALL**.

III. REPORTING OBLIGATIONS

No code of conduct can address every situation, nor can it take the place of good judgment and integrity. **USA TEAM HANDBALL** maintains an "open door" for anyone who has questions or concerns. **USA TEAM HANDBALL** will support all efforts to comply with this Code of Conduct. If you need advice or assistance concerning the application of any aspect of these standards, consult your supervisor or manager, **USA TEAM HANDBALL's** Judicial Committee Chair, a member of the Judicial Committee, or a member of the Board of Directors. You are expected to seek advice and clarification promptly when you are uncertain about proper actions or practices.

You should be alert and sensitive to situations that could result in unethical, illegal or improper actions. You have an obligation to report potential or actual violations of this Code of Conduct to your supervisor or manager, **USA TEAM HANDBALL's** Judicial Committee, **USA TEAM HANDBALL's** Judicial Committee Chair, or any other designated reporting authority identified by **USA TEAM HANDBALL**.

*If you choose to make your report to **USA TEAM HANDBALL's** Judicial Committee Chair or member, please be aware that all calls to them are confidential and callers may remain anonymous. **USA TEAM HANDBALL's** Judicial Committee and **USA TEAM HANDBALL's** Ethic Committee Chair monitor and address any reports to the other reports they receive. **USA TEAM HANDBALL's** Judicial Committee Chair can be reached at the following at the following email address: judicialcommittee@usateamhandball.org*

Under no circumstances will an individual be subject to any disciplinary or retaliatory action for filing, in good faith, a report of a violation or potential violation of the Code of Conduct. However, filing known false or malicious reports will not be tolerated, and anyone filing such reports will be subject to appropriate disciplinary action.

IV. LEGAL COMPLIANCE

USA TEAM HANDBALL requires that you follow this Code of Conduct and abide by all applicable **USA TEAM HANDBALL** policies and procedures; all applicable USOC policies and procedures; United States federal, state and local law as applicable, including the Ted Stevens Olympic and Amateur Sports Act, codified at 36 U.S.C. §§ 22501-22529; and foreign law as applicable. If you ever encounter a conflict of law, such as a conflict between United States and foreign law, or have any questions about the legality of any action, contact **USA TEAM HANDBALL's** Judicial Committee Chair for further information and guidance.

USA Team Handball requires that you successfully complete and pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USA Team Handball Athlete Safety Policy and Background Check Policy. Should you experience any event between the times the background check is conducted and the renewal date, that may change your background check status, you are required to notify and inform the USATH Judicial Committee Chairperson, the CEO and/or USOPC.

V. COMMITMENT TO INTEGRITY

USA TEAM HANDBALL is committed to honesty and integrity as the cornerstone of our activities. In turn **USA TEAM HANDBALL** expects you to conduct yourself in an ethical and legal manner as a representative of **USA TEAM HANDBALL**. This requires that you:

- A. Respect the rights of all individuals to fair treatment and equal opportunity, free from discrimination or harassment of any type, including, without limitation, discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, or otherwise;¹
- B. Know, understand, and comply with all applicable laws, regulations and codes of conduct;
- C. Ensure that all **USA TEAM HANDBALL** work and transactions are handled with honesty and recorded accurately;

¹ [**USA TEAM HANDBALL**] acknowledges that, as to gender and gender identity, this prohibition on discrimination does not extend to decisions on eligibility and classification for the purposes of sport competition. Such decisions may well, for example, be based on gender for any particular event.

- D. Protect information that belongs to **USA TEAM HANDBALL**, our workers, volunteers, members, and customers;
- E. Never use **USA TEAM HANDBALL** assets, resources, or information for personal gain; and
- F. Recognize that even the appearance of misconduct or impropriety can be very damaging to the reputation of **USA TEAM HANDBALL** and act accordingly.

USA TEAM HANDBALL recognizes that wagering on Olympic, Paralympic, and other **USA TEAM HANDBALL**-sanctioned events and on athletes when they are participating in those events, for example, sports book bets and fantasy sports programs that have the possibility of valuable winnings (“Olympic wagering”), is legal and regulated in the State of Nevada, certain other states, and in a number of foreign jurisdictions. At the same time, it is critical to the avoid of actual and/or apparent Conflicts of Interest and to the overall integrity of the sport of **Team Handball** and the Olympic Movement more broadly, that no person involved in **USA TEAM HANDBALL** promote, support, or otherwise engage in Olympic Wagering. Thus, you must at all times refrain from directly or indirectly:

- A. Engaging in Olympic Wagering;
- B. Promoting Olympic Wagering;
- C. Facilitating or otherwise supporting Olympic Wagering;
- D. Knowingly sharing confidential athlete, team, or competition information with a person or entity involved in Olympic Wagering; or
- E. Attempting to influence the course or result of any competition in connection with Olympic Wagering.

If anyone approaches you about engaging in any of the activities enumerated in items A through E above, you have an obligation to report this, as set out in Section III above.

Additionally, **USA TEAM HANDBALL** finds sexual and physical abuse intolerable and in direct conflict with Olympic ideals. **USA TEAM HANDBALL** is committed to ensuring that it and its employees, volunteers, board members, committee and task force members, hearing panel members, members, and member organizations promote an environment free from such abuse, and such commitment extends not only to **USA TEAM HANDBALL**’s workplace, but also to the creation of safe sporting environments for athletes. To that end, **USA TEAM HANDBALL** forbids any form of sexual or physical abuse, whether in the workplace or outside it, and including instances involving athletes. You have a duty to report any alleged sexual or physical abuse occurring in the workplace or at any **USA TEAM HANDBALL**-supported training or sport activity to the U.S. Center for SafeSport:

Contact Information for the US Center for Safe Sport:

SAFESPORT HELPLINE - Telephone: 866.200.0796

SAFE SPORT HELPLINE: via the internet at: safesporthelpline.com

As appropriate for employment-related matters, you must report any alleged sexual harassment, sexual abuse, or physical abuse, to **USA TEAM HANDBALL**’s Judicial Committee.

Contact Information for the USA Team Handball Judicial Committee:

JUDICIAL COMMITTEE HELPLINE: via the internet at: judicialcommittee@usateamhandball.org

VI. ETHICS/JUDICIAL PROGRAM

USA TEAM HANDBALL has established Judicial Committee. The Judicial Committee will monitor ethics reports and conduct ethics education for **USA TEAM HANDBALL**.

VII. CONFLICTS OF INTEREST

USA TEAM HANDBALL has adopted a Conflict of Interest Policy that requires any conflicts of interest, whether actual or apparent, be reported promptly to **USA TEAM HANDBALL**'s Judicial Committee. A copy of the Conflict of Interest Policy may be found on **USA TEAM HANDBALL**'s website at www.usateamhandball.org. You are subject to the Conflict of Interest Policy, including its mandatory reporting of conflicts. In addition, all **USA TEAM HANDBALL** employees or board members are required to complete an annual conflict of interest disclosure and certification.

A conflict of interest arises when you have an interest in, obligation to, or relationship with any business, property, or person that could affect your judgment in fulfilling your responsibilities to **USA TEAM HANDBALL**. *You are expected to refrain from any activity or investment that constitutes, or might appear to constitute, a conflict of interest. If an activity or investment might appear to constitute a conflict, it must be disclosed.* You are also required to disclose to the Judicial Committee any outside activity, relationship, or investment in which you are involved or may become involved that is, or has the potential for appearing to be, a conflict of interest. If you require guidance in this area, please consult **USA TEAM HANDBALL**'s Conflict of Interest Policy and the Judicial Committee Chair or members.

For example, you are not to have a material holding in, or a professional relationship with, an organization or affiliate with which **USA TEAM HANDBALL** does business or with which **USA TEAM HANDBALL** competes, except as prescribed by **USA TEAM HANDBALL**'s rules and policies and with the knowledge and approval of the Judicial Committee. You may not use your position at **USA TEAM HANDBALL** to benefit yourself, your relatives, your friends, or your private enterprises. A family or other personal relationship with a **USA TEAM HANDBALL** member, vendor, or competitor may also present a conflict of interest.

You must disclose to the Judicial Committee any outside activity, relationship, or investment in which you are involved or may become involved that is, or has the potential for appearing to be, a conflict of interest. If you have any question about whether something may constitute a conflict of interest, please consult the Judicial Committee.

VIII. BUSINESS WITH OR IN FOREIGN COUNTRIES

Business conduct in foreign countries may sometimes differ from the United States, both in terms of common practice and legality. **USA TEAM HANDBALL** requires that all business matters be conducted in an ethical and legal manner.

Gifts: The giving of gifts to, and receiving of gifts from, foreign nationals or representatives of foreign governments is governed by a complex set of United States and foreign laws. Generally, the giving and receiving of such gifts is very limited or prohibited. Before offering a gift to a foreign national, you must receive the approval of the Judicial Committee. In addition, if an exchange of gifts is both a legal and normal practice, the giving and receiving of such gift(s) will be subject to **USA TEAM HANDBALL**'s Gifts & Entertainment Policy.

Payments: It is a felony under United States laws for **USA TEAM HANDBALL**, any of its staff, or anyone acting on its behalf to give, offer, promise, or authorize a payment to a foreign official, foreign political

party or official thereof, or any candidate for foreign political office, for the purpose of corruptly obtaining or retaining business for **USA TEAM HANDBALL**.

United States law also makes it a felony to pay money or anything of value to a commission agent, sales representative, or consultant when there is knowledge or firm belief that the payment will be used to corruptly influence a government official in connection with business **USA TEAM HANDBALL** is attempting to obtain or retain. Political contributions will not be made by or on behalf of **USA TEAM HANDBALL** in foreign countries.

USA TEAM HANDBALL will observe the laws of foreign countries in which it operates concerning payments of agents' fees and commissions, provided these laws are not in conflict with United States law. You are not to engage in activities designed to circumvent foreign laws concerning retaining or paying sales representatives and consultants.

Export Control Laws: It is **USA TEAM HANDBALL's** policy to comply with the export and reexport control rules and regulations under the Export Administration Regulations (EAR) administered by the United States Department of Commerce and International Trade in Arms Regulations (ITAR) administered by the United States Department of State. You are not to engage in any export-related transaction on behalf of **USA TEAM HANDBALL** which would violate these regulations. **USA TEAM HANDBALL** executive management have been instructed to ensure that all who are involved in export-related transactions comply with all applicable export control requirements.

IX. BUSINESS RELATIONSHIPS

It is imperative that all **USA TEAM HANDBALL**, supplier, vendor, and other business relationships are managed in a fair, equitable, ethical, and legal manner consistent with the Code of Conduct, all applicable law and good business practices. Wherever practical, **USA TEAM HANDBALL** provides a competitive opportunity for suppliers' and vendors' business, and we enlist their active support in ensuring that we meet customer expectations regarding quality, cost, and delivery. Decisions to hire or engage a vendor or supplier should be made on the basis of objective criteria, and not on the basis of personal relationships, friendships, or the opportunity for financial gain, financial or otherwise. Prior to entering into a transaction or contract for a purchase or potential purchase that involves an actual or perceived conflict of interest, the disclosure and approval requirements set forth in **USA TEAM HANDBALL's** Conflict of Interest Policy must be satisfied.

X. PERSONAL USE OF ORGANIZATIONAL RESOURCES

It is the responsibility of each of you to protect and preserve **USA TEAM HANDBALL's** resources. **USA TEAM HANDBALL** resources include such things as company time, materials, supplies (including food), equipment (including vehicles), information, electronic mail and computer systems, facilities and other property. These resources are provided to you to fulfill **USA TEAM HANDBALL's** mission and work, and are to be maintained and used for **USA TEAM HANDBALL**-related purposes only. The use of **USA TEAM HANDBALL** resources for personal financial gain is strictly prohibited except where expressly authorized. If you are an employee of USA Team Handball and you see or gain knowledge of resources being utilized for personal gain, you must report it to the Judicial Committee Chair. You should consult **USA TEAM HANDBALL's** Employee Handbook for further details. If you should have a question about use of any **USA TEAM HANDBALL** resources, you should contact your supervisor. You should report any improper use of **USA TEAM HANDBALL** resources to your supervisor or manager, the Judicial Committee Chair or members.

USA TEAM HANDBALL also has a Gifts & Entertainment Policy that applies to giving and receiving any type of entertainment or gifts in connection with your work with **USA TEAM HANDBALL** or its member organizations. The Gifts & Entertainment Policy also covers gifts to United States federal, state, and local government employees. You should consult the Gifts & Entertainment Policy, and, if necessary, obtain permission pursuant to the Policy, before giving or receiving any entertainment or gifts. A copy of the Gifts & Entertainment Policy may be found on **USA TEAM HANDBALL**'s website at www.usateamhandball.org.

XI. POLITICAL ACTIVITIES AND CONTRIBUTIONS

USA TEAM HANDBALL and its representatives comply with all federal, state, and local laws governing participation in government relations and political activities. Additionally, **USA TEAM HANDBALL** funds or resources are not contributed to individual political campaigns, political parties, or other organizations that intend to use the funds primarily for political purposes. **USA TEAM HANDBALL** also does not permit any political literature, campaign materials, or politically-oriented information, materials, posters, signs, or buttons to be displayed, circulated, or otherwise present on **USA TEAM HANDBALL** property or in the course of conducting work for **USA TEAM HANDBALL**.

There are some very limited exceptions to this policy. At times, **USA TEAM HANDBALL** may ask individuals to make personal contact with government officials or to write letters to present **USA TEAM HANDBALL**'s position on specific issues. Before doing so, you should confirm with the Judicial Committee Chair or members that such contact is authorized and in compliance with this policy, and that you are knowledgeable on the specific issues about which you have been asked to speak.

You may, of course, participate in the political process on your own time and at your own expense, so long as you do not give the impression that you are speaking on behalf of or representing **USA TEAM HANDBALL** in such activities. Nor can you be reimbursed by **USA TEAM HANDBALL** for any personal contributions for such purposes. If you are seeking public office, you may use vacation time or request leaves of absence to campaign or hold office. **USA TEAM HANDBALL** will not make contributions to any political candidate or party.

This policy is required by the Ted Stevens Olympic and Amateur Sports Act, the Internal Revenue Code, and other applicable law. You should contact the Judicial Committee Chair or members if you have any questions or concerns regarding these requirements.

XII. USA TEAM HANDBALL INFORMATION

You are each responsible for the integrity and accuracy of organization documents, communications, and financial records. All financial information must reflect actual transactions and conform to generally accepted accounting principles. It is a violation of this Code of Conduct to alter or falsify information, including any record or document, to intentionally make a false or exaggerated claim to anyone, or to mislead anyone. Anyone having concerns regarding questionable accounting or auditing matters should report their concerns to the Judicial Committee, which will refer the matter to **USA TEAM HANDBALL**'s Audit Committee.

USA TEAM HANDBALL's information assets are valuable to the organization, and it is **USA TEAM HANDBALL** policy that all **USA TEAM HANDBALL** representatives must diligently protect this information from loss, theft, inadvertent or unauthorized disclosure, or misuse. It is essential that everyone do their part to protect **USA TEAM HANDBALL** information, whether stored in computers, files, or elsewhere. You must not discuss with or disclose to any unauthorized persons inside or outside **USA TEAM HANDBALL** any information that is confidential or not publicly available.

USA TEAM HANDBALL business should not be discussed with unauthorized persons. You should be careful about discussing **USA TEAM HANDBALL** information and activities in the presence of, or within hearing distance of, unauthorized personnel. You also should not seek or accept any information to which you and **USA TEAM HANDBALL** are not legitimately entitled, regardless of the source.

Your obligations to maintain the confidentiality and protection of **USA TEAM HANDBALL** information does not end even if your employment or other relationship with **USA TEAM HANDBALL** may end.

XIII. INTELLECTUAL PROPERTY

USA TEAM HANDBALL protects the ownership of its intellectual property as set forth in the organization's intellectual property policy. In addition, you should contact **USA TEAM HANDBALL's** Judicial Committee Chair regarding any anticipated use of intellectual property that does nor may belong to someone else.

ACKNOWLEDGEMENT

I have received and read the document entitled **USA TEAM HANDBALL** Code of Conduct. I understand that this Code of Conduct is **USA TEAM HANDBALL** policy, and I agree to abide by all of its requirements.

Signature

Date

Printed Name

Position