

Minutes
USA Triathlon Board of Directors
Teleconference
February 15, 2016 – 8pm EST

Siff called the meeting to order at 8 p.m. EST, February 15, 2016.

Board Members Present:

Staci Brode
Ben Collins
Kat Donatello
Susan Haag
Dave Kuendig
Jacqueline McCook
Joel Rosinbum
Barry Siff, President
Mike Wien
Bob Wendling

Board Members Absent at Roll Call:

Chuck Graziano
Kevin Haas
Steve Sexton

Staff:

Rob Urbach, CEO

Roll Call and Opening Remarks: Siff discussed attendance at Triathlon Business International. Siff reiterated that the main focus of this call was to continue the excitement and enthusiasm about our strategic plan that we had at our last in person meeting.

Approval of Minutes:

Motion (by Jacqueline McCook and seconded): To approve the January 16th – January 17th, 2016 Meeting Minutes with the amendment that Bob Wendling was present January 16th from start of meeting until 11am and January 17th from start of meeting until 9am. Approved by unanimous voice vote at 8:07pm EST.

Treasurer's Report: Haas was not in attendance, but Siff shared that Haas told him the 2015 Financials are not complete and that is to be expected.

Office Update: Urbach said they had a call with our investment company to evaluate our investment account. Urbach stated year end adjustments were still needed to finish the 2015 Financials. Urbach also provided an office update on staff.

Paralympic Games Selection Criteria: Urbach and Rosinbum explained these were consensus documents (attached).

Motion (by Jacqueline McCook and seconded): To approve the USA TRIATHLON TEAM LEADER SELECTION PROCEDURES, USA TRIATHLON ADDITIONAL OFFICIALS (Team Mechanic) SELECTION PROCEDURES and USA TRIATHLON COACH SELECTION PROCEDURES for the 2016 PARALYMPIC GAMES. Approved by unanimous voice vote at 8:16pm EST.

USAT Foundation Board Member nominees: McCook discussed both candidates and that both was approved by the current Trustees and had been vetted by the Nominating and Governance Committee.

Motion (by Joel Rosinbum and seconded): To approve Bob Babbitt and David Silver to the USA Triathlon Foundation Board of Trustees. Approved by unanimous voice vote at 8:22pm EST.

Strategic Planning Discussion: Siff asked for Board Member insight into where we should go and what Board thoughts were on the strategic planning. Different topics and ideas were discussed. There was a conclusion to create a task force to work on the homework necessary to have a great strategic planning discussion for our April meeting.

Steve Sexton joined the meeting at 8:35pm EST.

Chuck Graziano joined the meeting at 8:56pm EST

Kat Donatello left the meeting at 9:00pm EST

Motion (by Mike Wien and seconded): to go into Executive Session. Approved by unanimous voice vote at 9:05pm EST.

Returned from Executive Session at 9:13p.m. EST

Motion (by Jacqueline McCook and seconded) to adjourn at 9:13pm EST - Approved by unanimous voice vote.

**USA TRIATHLON
 ADDITIONAL OFFICIALS SELECTION PROCEDURES
 2016 PARALYMPIC GAMES
 JANUARY 13, 2016**

These procedures provide for selection of USA Triathlon Additional Official position(s) for the 2016 Paralympic Games. However, accreditation allocation is not guaranteed and the number of Additional Officials will be based on final USOC credential allocation and overall team size.

1. Describe the specific Additional Official position(s) that the NGB/HPMO is requesting.

Title	Responsibility
Mechanic	Provide mechanical support and services

2. Describe the NGB's/HPMO's criteria for the above-mentioned Additional Official position(s).

2.1. Additional Official(s) must:

- 2.1.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.
 - 2.1.1.1. 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 NGB/HPMO and/or USOC.
- 2.1.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.1.3. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.1.4. Have demonstrated professionalism measured by:
 - 2.1.4.1 Exceptional interpersonal and communication skills
 - 2.1.4.2 Ability to be an outstanding team player
 - 2.1.4.3 Ability to stay positive in stressful situations
 - 2.1.4.4 Ability to dilute logistical/emotional stress so that athletes can focus on competition
 - 2.1.4.5 Have previous experience at ITU events and USAT High Performance camps
 - 2.1.4.6 Have a thorough knowledge and understanding of: Paratriathlon sport terminology

2.1.4.7 Have no negative feedback (survey or otherwise in writing) from prior work with athletes or staff.

2.2. In addition, Mechanic personnel must:

- 2.2.1. Have expertise in sport specific mechanics, maintenance and repair/ modification of racing chairs, daily-use wheelchairs, hand cycles, tandems, and upright bicycles.
- 2.2.2. Have experience as a mechanic/ technician in a competition setting.
- 2.2.3. Have the ability to assist all athletes with assembly, supplies, and maintenance.

3. Describe the process that candidates should follow to express interest in being considered for Additional Official position(s):

USAT will publicize and post the Mechanic position and selection procedures at www.usatriathlon.org. USAT will solicit applications/interest for the Mechanic position. The application/request for interest will be emailed to the eligible contacts within the USAT Paratriathlon database. Applications must be submitted to the Paratriathlon Program Manager by April 1, 2016.

4. Describe the intended method of identifying the pool and selecting the candidates to be considered for Additional Official position(s):

The Mechanic position will be selected from the pool of candidates who submitted an application by April 1, 2016 and meet criteria listed above.

5. Describe the removal of an Additional Official:

An individual who is to be nominated as an Additional Official by USA Triathlon may be removed as a nominee for any of the following reasons, as determined by USA Triathlon:

- 5.1. Voluntary withdrawal. Nominee must submit a written letter to the USA Triathlon Executive Director.
- 5.2. Injury or illness as certified by a physician (or medical staff) approved by USA Triathlon. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Triathlon, his/her injury will be assumed to be disabling and he/she may be removed.
- 5.3. Inability to perform the duties required.
- 5.4. Violation of USA Triathlon's Code of Conduct (Attachment A).

Once an Additional Official nomination is accepted by the USOC, the USOC has jurisdiction over the Additional Official, at which time, in addition to any applicable USA Triathlon 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/For-Athletes/Athlete-Ombudsman/Games-Info>

6. Describe the replacement of an Additional Official:

In the event that the Nominated Additional Official is unable to perform his/her duties due to 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 #2 above and, if applicable, come from the pool of candidates described in #4 above.

7. Which group/committee will make the final approval of the Additional Official(s)?
The Paratriathlon Program Manager and the USAT Executive Director will collectively recommend the mechanic personnel candidate(s) to the USA Triathlon Board of Directors.

The USA Triathlon Board of Directors will approve the mechanic personnel recommendation(s). The Board of Directors is composed of the following voting members: eight (8) general directors, three (3) athlete directors, and one (1) independent director.

8. Conflict of Interest:

Any individual who is being considered for an Additional Official position or has any other conflict of interest and is involved in the selection process must disclose this information, recuse him or herself and not influence others regarding the discussions, meetings or decisions involving selection of that Additional Official position.

9. Date of Nomination:

The Games Staff Nomination Form with Additional Official nominees' names, including names of any replacements (if applicable), will be submitted to the USOC on or before: June 30, 2016

10. Publicity/Distribution of Procedures:

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

10.1. Web site: www.usatriathlon.org

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

10.2. USA Triathlon Paratriathlon Newsletter e-mail

Position	Print Name	Signature	Date
NGB/HPMO President or CEO/Executive Director			
USOC Athletes' Advisory Council Representative*			

**USA TRIATHLON
COACH SELECTION PROCEDURES
2016 PARALYMPIC GAMES
JANUARY 13, 2016**

These procedures provide for selection of USA Triathlon Coach(es) for the 2016 Paralympic Games. However, accreditation allocation is not guaranteed and the number of Coach positions will be based on final USOC credential allocation and overall team size.

1. What are the NGB's/HPMO's criteria for Coach positions (attach a job description, if any)?

Coaches 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 NGB/HPMO and/or USOC.
- 1.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 1.3. Be available for entire duration of the Games.
- 1.4. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 1.5. High level specific technical and tactical knowledge of sport.
- 1.6. Thorough knowledge and understanding of the ITU and USAT rules and regulations governing the sport.
- 1.7. Previous experience coaching teams at ITU Paratriathlon events.
- 1.8. Proven ability to establish harmonious relationships with athletes and personnel.
- 1.9. Proven record of performance with USAT and the USOC.
- 1.10. Minimum of a USAT Level 2 certified coach certification as of April 1, 2016.
- 1.11. Be available for camps and pre-Games training.

2. Describe the process that candidates should follow to express interest in being considered for a Coach position:

Head Coach (1):

USAT will publicize and post the Head Coach position and selection procedures at www.usatriathlon.org. USAT will solicit applications/interest for the Head Coach position. The application/request for interest will be emailed to the eligible contacts within the USAT coach membership database. Applications must be submitted to the Paratriathlon Program Manager by April 1, 2016.

Assistant Coach (up to 3):

USAT will publicize and post the Assistant Coach position(s) and selection procedures at www.usatriathlon.org. USAT will solicit applications/interest for the Assistant Coach position(s). The application/request for interest will be emailed to the eligible contacts within the USAT coach membership database. Applications must be submitted to the Paratriathlon Program Manager by April 1, 2016.

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

The Head Coach and Assistant Coach(es) will be selected from the pool of candidates who submitted an application by April 1, 2016 and meet the criteria listed above.

4. Describe the removal of a Coach:

An individual who is to be nominated as a Coach by USA Triathlon may be removed as a nominee for any of the following reasons, as determined by USA Triathlon:

- 4.1. Voluntary withdrawal. Coach nominee must submit a written letter to the USA Triathlon Executive Director.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Triathlon. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Triathlon, 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 USA Triathlon's Code of Conduct (Attachment A).

Once a Coach nomination is accepted by the USOC, the USOC has jurisdiction over the Coach, at which time, in addition to any applicable USA Triathlon 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/For-Athletes/Athlete-Ombudsman/Games-Info>

5. Describe the replacement of a Coach:

In the event that a Nominated Coach is unable to perform the duties of Coach due to 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. Which group/committee will make the final approval for the Coaches?

The Paratriathlon Program Manager and the USAT Executive Director will collectively recommend the candidate(s) to the USA Triathlon Board of Directors.

The USA Triathlon Board of Directors will approve the recommendation(s). The Board of Directors is composed of the following voting members: eight (8) general directors, three (3) athlete directors, and one (1) independent director.

7. Conflict of Interest:

Any individual who is being considered for a Coach position or has any other conflict of interest and is involved in the selection process must disclose this information, recuse him or herself and not influence others regarding the discussions, meetings or decisions involving selection of the Coach.

8. Date of Nomination:

The Games Staff Nomination Form with the nominated Coach(es) name(s), including names of any replacements (if applicable), will be submitted to the USOC on or before: June 30, 2016

9. Publicity/Distribution of Procedures:

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

9.1. Web site: www.usatriathlon.org
These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.

9.3. USA Triathlon Paratriathlon Newsletter e-mail

Position	Print Name	Signature	Date
NGB/HPMO President or CEO/Executive Director			
USOC Athletes' Advisory Council Representative*			

**USA TRIATHLON
TEAM LEADER SELECTION PROCEDURES
2016 PARALYMPIC GAMES
JANUARY 13, 2016**

These procedures provide for selection of the USA Triathlon Team Leader for the 2016 Paralympic Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size.

1. What are the NGB's/HPMO's criteria for Team Leader position (attach a job description, if any)?

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 NGB/HPMO and/or USOC.
- 1.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 1.3. Have the ability to work effectively with the USOC.
- 1.4. Have strong administrative, communication and organizational capabilities/skills.
- 1.5. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 1.6. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 1.7. Be available for entire duration of the Games.
- 1.8. Have the NGB's/HPMO's approval to make financial decisions regarding the Team.
- 1.9. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 1.10. Be a USAT staff member.
- 1.11. Have experience with all facets of team organization by having previously served as a Head Coach or Team Leader at an ITU World Paratriathlon Event, Continental Championships, or ITU World Championships.

2. Describe the process that candidates should follow to express interest in being considered for the Team Leader position:

N/A - USAT has already identified candidate who meets the criteria outlined in #1.

3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Team Leader position:

USA Triathlon will not publicize the Team Leader position or application process because the USAT Paratriathlon Program Manager will be nominated to this position.

4. Describe the removal of Team Leader:

An individual who is to be nominated as the Team Leader by USA Triathlon may be removed as a nominee for any of the following reasons, as determined by USA Triathlon.

- 4.1. Voluntary withdrawal. Team Leader nominee must submit a written letter to the USA Triathlon Executive Director.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Triathlon. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Triathlon, 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 USA Triathlon's Code of Conduct (Attachment A).

Once a Team Leader nomination is accepted by the USOC, the USOC has jurisdiction over the Team Leader, at which time, in addition to any applicable USA Triathlon 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/For-Athletes/Athlete-Ombudsman/Games-Info>

5. Describe the replacement of Team Leader:

In the event that the Nominated Team Leader is unable to perform the duties of Team Leader due to 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. Which group/committee will make the final approval of the Team Leader?

The USA Triathlon Executive Director will approve the Team Leader.

7. Conflict of Interest:

Any individual who is being considered for the Team Leader position or has any other conflict of interest and is involved in the selection process must disclose this information, recuse him or herself and not influence others regarding the discussions, meetings or decisions involving selection of the Team Leader.

8. Date of Nomination:

The Games Staff Nomination Form with the Team Leader nominee's name, including the name of a replacement (if applicable), will be submitted to the USOC on or before: March 1, 2016.

9. Publicity/Distribution of Procedures:

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

9.1. Web site: www.usatriathlon.org

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

Position	Print Name	Signature	Date
NGB/HPMO President or CEO/Executive Director			
USOC Athletes' Advisory Council Representative*			