

USA Weightlifting
Executive Limitation Policy
April 2, 2020
Typo Correction: November 8, 2020

1. Policy Purpose

The purpose of this policy is to develop limits on the actions and remit of the Chief Executive Officer so as to ensure compliance with the direction of the Board of Directors of USA Weightlifting, define the roles and responsibilities between the Board of Directors and Chief Executive Officer and so that the Chief Executive Officer may conduct and lead the operations of USA Weightlifting in an effective and efficient manner.

2. Application of the Policy

This policy applies to the Chief Executive Officer, or in his or her absence, the individual designated to fulfil this role. It also, indirectly, applies to staff, committees or volunteers who report to the Chief Executive Officer.

3. General Limitations

The following are general limitations on the actions and activities of the Chief Executive Officer

- a. The Chief Executive Officer shall not cause or allow any practice, activity, decision or organizational circumstance that is unlawful, imprudent, unethical, or in violation of commonly accepted business standards, sports ethics or operate outside the defined state and federal laws.
- b. The Chief Executive Officer will place, and balance, at the heart of every action, the Weightlifting athlete, the protection of athlete safety and welfare, athlete mental health, the needs and business of member clubs and coaches, the good management and reputation of USA Weightlifting.
- c. The Chief Executive Officer shall not materially alter the general goals and direction of USA Weightlifting without the express consent of the Board of Directors.
- d. The Chief Executive Officer shall not take any action, nor authorize any action that causes USA Weightlifting to fall below 'compliant' or 'recognized' level with the United States Olympic & Paralympic Committee, the United States Center for SafeSport, the United States Anti-Doping Agency, the International Weightlifting Federation, the United States government or any other regulatory agency.
- e. The Chief Executive Officer is responsible entirely for the Operations and Administration of the Federation, and it is the responsibility of the Board of Directors to set clear expectations for the Chief Executive Officer, the Chief Executive Officer does need further permission to exercise Operational authority, including in the Sport area of the Organization which is overseen by the Chief Executive Officer.
- f. The Chief Executive Officer is responsible for all staff communications, and the sole employee of the Board of Directors is the Chief Executive Officer. Authority over the remainder of staff is the sole responsibility of the Chief Executive Officer. Issues with staff shall be raised by the Board of Directors to the Chief Executive Officer.

- g. The Chief Executive Officer is bound by decisions of the Board of Directors, except where such a decision would cause a breach of law, the US Center for SafeSport Code, the United States Anti-Doping Agency Protocol for the Olympic & Paralympic Movement, IWF Anti-Doping Policy, USA Weightlifting Code of Ethics or any USOPC, IWF, USADA or US Center for SafeSport authority over USA Weightlifting.

4. **Financial**

With respect to financial conditions, the Chief Executive Officer shall not cause, or allow, a material deviation from the strategic plan of USA Weightlifting, or cause fiscal jeopardy. Accordingly the Chief Executive Officer is required to act in a transparent manner with respect to financial management. Thus, the Chief Executive Officer;

- a. May not go beyond two months without reporting financial operating results to the Board of Directors.
- b. May not allow credit card payments to become so overdue that the credit cards accrue significant interest costs.
- c. May not indebted the organization in an amount greater than can be repaid by certain, unencumbered revenues by the end of the fiscal year, unless such debt is part of a plan approved by the Board
- d. Will immediately, and without delay, in form the board of known financial issues including but not limited to unexpected large costs, unexpected revenue deficits, investment variances or any other item that may materially affect the approved budgeted position as soon as is reasonably possible for the Chief Executive Officer to do so.
- e. Must ensure that a budget is presented to the Finance Committee and Board of Directors no later than 1 November of the year, and must ensure to the best of his or her ability that the budget is discussed and approved by 31 December of the year ahead of the beginning of the fiscal year on 1 January.
- f. Must ensure that tax filings, tax payments, charitable status filings or other federal or state required documents must be filed on time and are accurately filed.
- g. May not endanger the 501c3 status of USA Weightlifting.
- h. May not use restricted contributions for any purpose other that designated by the contributor or jeopardize receipt of committed contributions.
- i. May not operate without the required approvals of all checks, documents or financial instruments as required in the USA Weightlifting Financial Policy and Procedures.
- j. May not adjust the USA Weightlifting Financial Policy and Procedures without express permission of the Board of Directors.
- k. The financial management audit letter must be provided to the Board of Directors, USA Weightlifting Audit Committee and USA Weightlifting Financial Committee each year.
- l. Must alert the USA Weightlifting Board of Directors when the cash balance on hand is below \$50,000.
- m. Must alert the USA Weightlifting Board of Directors when money is withdrawn from investment accounts, with a reasoned explanation.

- n. The Chief Executive Officer shall ensure that the appointed external auditor is aware of these limitations as part of their review.

5. Business & Financial Planning

With respect to business and financial planning, the Chief Executive Officer shall not cause or allow budgeting for all or any part of a fiscal year that is not compliant with the GAAP (Generally Accepted Accounting Practices). Thus, the Chief Executive Officer shall not:

- a. Allow USA Weightlifting to operate without an annual budget and operating plan that demonstrates progress towards the strategic plan referenced to the expected outcomes and objectives orated in the strategic plan.
- b. Allow USA Weightlifting to operate without a quad-level strategic plan.
- c. Fail to present the Board of Directors and Finance Committee with a budget at least 14 days before it is due for vote.
- d. Fail to present a financial and operational update, in full, to the Board of Directors at least one in-person board meeting with sufficient open question and answer.
- e. Operate without informing the board, in writing, of a material (2% or more) revenue change or predicted revenue change to budget, or without informing the Board, in writing with reasoning, of a material change in the operating plan. This clause is not intended to curtail the Chief Executive Officer's oversight of the operation and staff.

6. Asset Protection and Risk Management

With respect to asset protection and risk management, the Chief Executive Officer shall not allow the tangible and intangible assets of USA Weightlifting to be unprotected, inadequately maintained, or unnecessarily risked. Thus, the Chief Executive Officer shall not:

- a. Fail to conduct an annual risk assessment, provided in writing to the Board of Directors.
- b. Fail to ensure that the organization has in place appropriate general liability, event medical, sexual abuse and molestation, property, auto, media and participant accident insurance.
- c. Operate without maintaining an appropriate inventory of all property valued at over \$500.00 USD and USA Weightlifting capital for insurance purposes.
- d. Operate without a minimum of \$1m in Directors & Officers' liability coverage insurance and general liability for staff and volunteers.
- e. Operate without adequate protection of intellectual property, proprietary material or content and files from material loss or damage.
- f. Acquire, encumber or dispose of real estate property (and or buildings)
- g. House USA Weightlifting assets in any other financial instrument than those appropriate federally insured.

7. Treatment of Staff, Contractors and Volunteers

With respect to the treatment of staff, contractors and volunteers, the Chief Executive Officer shall not cause or allow conditions, procedures or decisions which are unsafe, unfair, undignified or disrespectful. Thus, the Chief Executive Officer, shall not:

- a. Operate in the absence of a written Staff Handbook, approved by the Board and signed by each staff member.
- b. Prevent staff from raising a grievance to the Board of Directors, or USA Weightlifting Ethics Committee.
- c. Discriminate or allow discrimination against staff members or volunteers for non-disruptive expression of dissent.

8. Treatment of Members, Athletes, Coaches, Technical Officials and Stakeholders.

With respect to the treatment of members, athletes, coaches, technical officials and stakeholders, the Chief Executive Officer shall not cause or allow conditions, procedures or decisions that are unsafe, unfair, disrespectful, undignified, or unnecessarily intrusive. Thus, the Chief Executive Officer, shall not:

- a. Restrict information appropriate to the requesting member.
- b. Allow members or stakeholders to be uninformed of their responsibilities and USA Weightlifting's expectations of their behavior when participating in USA Weightlifting programs or events, including consequences of violations.
- c. Operate without due consultation of relevant stakeholder groups in making changes to the organization.
- d. Operate without due communication, in writing, to relevant stakeholder groups of changes.
- e. Operate, or allow the organization, to operate without consideration or consultation of the Athlete stakeholder group.

9. Selection Process and Sports Performance

With respect to the principle of fairness and transparency established by USA Weightlifting, the Chief Executive Officer will always ensure that items related to team selection and sports performance uphold the principles of fairness, transparency and ethical action. Therefore, the Chief Executive Officer shall not:

- a. Allow a selection procedure to exist without due consultation of the Board of Directors, Athlete Advisory Council and Coaching Committee.
- b. Allow a selection procedure, or otherwise sports performance support process to exist, that in any manner provides bias to a particular athlete or group of athletes as a goal of that selection process.
- c. Allow or enable any staff member to show, express or otherwise construct bias, for or against, any athlete in selection.
- d. Allow any issue or potential issues with selection not to be reported to the Board of Directors, Athlete Advisory Council or other competent committee as appropriate.

The staff shall be responsible for the selection process and sports performance operation, however the staff shall at all times submit to the oversight of the Board of Directors and adhere to the general principles approved by the Board of Directors and the Athlete Advisory Council.

10. Communication with the Board of Directors

With respect to communication and support of the Board of Directors, the Chief Executive Officer will not allow the Board of Directors to operate in the absence of the most and applicable documentation and information. Thus, the Chief Executive Officer shall not:

- a. Neglect to submit data or information required by the Board in a timely, accurate and understandable manner.
- b. Fail to provide, in a timely fashion, notable USA Weightlifting news, announcements or communications to the Board of Directors.
- c. Fail to take action required of the Chief Executive Officer by majority vote of the Board of Directors.
- d. Fail to provide all items on the Board's agenda delegated to the Chief Executive Officer
- e. Fail to ensure necessary administrative support for successful Board activities.
- f. Fail to communicate to the Board the appointment of an Acting Chief Executive Officer when not on active duty for a period of more than two (2) weeks (illness, injury or annual leave, for example).
- g. Fail to advise the Board, if in the Chief Executive Officer's opinion, the Board is not in compliance with its' own policies, or any policy that may jeopardize the good standing of the Federation with the USOPC, IWF, PAWF, USCSS, USADA, Government or any other oversight body.
- h. Fail to provide, the case of Board discussion items, a full and accurate representation of stakeholder views, and a complete range of options and the consequences of said options to the best of the knowledge of the Chief Executive Officer.

11. Chief Executive Officer succession planning

With respect to the Chief Executive Officer and staff succession, the Chief Executive Officer shall protect USA Weightlifting and the Board from unforeseen circumstances or sudden loss of his or her services. Thus, the Chief Executive Officer shall not:

- a. Operate without contingency for the Chief Executive Officer's long-term absence or incapacitation
- b. Operate without a designated second-in-command.
- c. Allow staff to be uninformed of the issues and processes of the operation of USA Weightlifting and the Board.
- d. Operate without short and long term staff succession planning.

12. Public Image, Marketing and Communications

With respect to public image, the Chief Executive Officer shall not cause or allow uncontested operational conditions, procedures, opinions or decisions by staff or volunteers that jeopardize the public image of USA Weightlifting. Accordingly, the Chief Executive Officer shall not:

- a. Permit any type of presentation that conveys or portrays information contrary to USA Weightlifting policy.
- b. Authorize anyone other than designed spokespeople to speak on behalf of USA Weightlifting.
- c. Allow any non-standard use of the USA Weightlifting logo, USA Weightlifting competitions or other intellectual property.

- d. Change USA Weightlifting's name or substantially alter its' identity.
- e. Act, deliberately, in any manner so as to harm the good name of USA Weightlifting.

13. Core Policies required by the USOPC, USADA, USCSS, IWF, PAWF or other regulatory authorities.

The USOPC, USADA, USCSS, IWF and PAWF require USA Weightlifting to have in place compliant policies to their own statutes, which are an essential element of compliance to these authorities. Thus, the Chief Executive Officer shall not:

- a. Fail to provide and review regularly, all of the policies required by these regulatory authorities.
- b. Fail to keep up to date, proactively, of requirements of these regulatory authorities and/or fail to keep the Board of Directors informed of such requirements.

14. Right of Interpretation

The CEO has the right to reasonably interpret policy and meaning of policy where there is doubt in the moment, however as soon as is reasonably possible the meaning and intent should be clarified with the Board of Directors.