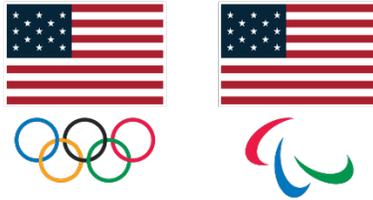

United States Olympic & Paralympic Committee

Audit & Organizational Advancement



Report for:
USA Pentathlon

Review of:
2019 Compliance Checklist

Dated:
March 2, 2020



UNITED STATES
OLYMPIC & PARALYMPIC
COMMITTEE
1 Olympic Plaza
Colorado Springs, CO 80909

March 2, 2020

Rob Stull
Chief Executive Officer
USA Pentathlon

Dear Rob,

Enclosed is the United States Olympic and Paralympic Committee's (USOPC) report on the 2019 Compliance Checklist for USA Pentathlon. We want to express our appreciation for the time you spent completing the Checklist and providing documents during the review.

USA Pentathlon was compliant as it specifically relates to the compliance checklist report for the questions outlined below in the following areas: governance/managerial; financial capability; due process and athlete representation; and anti-doping. There were initially four deficiencies found in governance/managerial and financial capability, however, with updates to its policies, USA Pentathlon remedied these deficiencies and is now fully compliant with the 2019 USPOC Compliance Checklist.

As of September 13, 2019, the USOPC Board approved the revised NGB and HPMO Athlete Safety Policy. In an effort to align the Compliance Checklist process with the NGB and HPMO Athlete Safety Policy, eliminate redundancies, and ensure clarity as it relates to what entity is solely responsible for auditing SafeSport requirements, the auditing of athlete safety requirements now falls under the jurisdiction of the U.S. Center for SafeSport.

The report will be presented to the USOPC Athlete and NGB Engagement Committee and be made available on TeamUSA.org. We hope you found the review process to be helpful. If you have any suggestions, please do not hesitate to share them with us.

Sincerely,

Audit & Organizational Advancement Team

cc: Rick Adams Chris McCleary Tom Shepard
Wendy Guthrie Denise Parker Will Brady
Onye Ikwuakor Blair Driggs



2019 COMPLIANCE CHECKLIST REPORT

USA Pentathlon

OBJECTIVE AND SCOPE

The objective of the review is to verify USA Pentathlon is in compliance with key elements of the Ted Stevens Olympic and Amateur Sports Act, the USOPC Bylaws and certain USOPC policies, in order to demonstrate ongoing commitment to the values and requirements of membership in the USOPC. The scope includes the 2019 Compliance Checklist certified by USA Pentathlon and the supporting documents provided by USA Pentathlon. Compliance Checklist procedures are designed to verify that certain NGB policies are in place. This Compliance Checklist does not conclude on the effectiveness of any policies reviewed. Additional audit procedures are completed on select NGBs each year to verify various policies and processes are being followed.

The following chart shows all the requirements in the Compliance Checklist and corresponding status for USA Pentathlon. For any deficiencies, see the explanations and action plans after the chart.

	Question	Status
Governance/Managerial		
1	Do you have a code of conduct for your employees, members, board of directors and officers?	Compliant
2	Do you have a strategic plan that is capable of supporting athletes in achieving sustained competitive excellence, and in growing the sport?	Compliant
3	Do you have your current bylaws posted on your website?	Compliant
4	Are you compliant with the insurance requirements as set forth in Exhibit 2 of the most recent PPA?	Compliant
5	Have you submitted, in a timely fashion, data and information on the participation of women, individuals with disabilities and racial and ethnic minorities in your athletic activities and administration?	Compliant
6	Have you submitted to the USOPC for review and approval a plan to encourage the participation of men, women, individuals with disabilities and racial and ethnic minorities in your amateur athletic activities and administration?	Compliant
Financial Capability		
7	Are you recognized by the IRS as a tax-exempt organization?	Compliant
8	Are you incorporated under the laws of a state of the United States or the District of Columbia as a not-for-profit corporation?	Compliant
9	Do you have your three most recent IRS Form 990s on your website?	Compliant
10	Have you completed and posted on your website your three most recent annual audited financial statements?	Compliant
11	Do you have written financial policies and procedures?	Compliant
12	Do you have an approval and/or review process for cash disbursements?	Compliant
13	Do you provide frequent (monthly or quarterly) financial statements to your board or designated committee?	Compliant
14	Do you have a board-approved annual budget?	Compliant

15	Have you spent USOPC funds as required by the funding agreements in the previous 12 months?	Compliant
16	Do you maintain accurate accounting records in accordance with accounting principles generally accepted in the USA (GAAP)?	Compliant
Due Process and Athlete Representation		
17	Do you provide procedures for the prompt and equitable resolution of grievances of your members?	Compliant
18	Do your grievance procedures provide for fair notice and opportunity for a hearing to any athlete, coach, trainer, manager, administrator or official before declaring the individual ineligible to participate?	Compliant
19	Do you require at least 20% athlete representation on grievance panels?	Compliant
20	Do you have at least 20% athlete representation on your board of directors?	Compliant
21	Do you have at least 20% athlete representation on your budget committee?	Compliant
22	Do you have at least 20% athlete representation on your selection committee, which prepares, approves or implements selection of international, Olympic, Paralympic and Pan American Games team members, including athletes, coaches, administrators and sport staff?	Compliant
23	If you govern or operate a Paralympic Sport, do you have a Paralympic Sport Advisory Group that includes a combination of coaching staff, high performance staff and at least 20% Paralympic athlete representation to craft and approve selection procedures and to serve in an advisory capacity for high performance planning?	Compliant
Athlete Safety		
24	Do you have language in your bylaws that provides jurisdictions to the U.S. Center for Safe Sport?	*Transitioned to U.S. Center for SafeSport
25	Do you have a USOPC-compliant Athlete Safety Policy?	*Transitioned to U.S. Center for SafeSport
Anti-Doping		
26	Do you inform Athletes, Athlete Support Personnel and other Persons in your sport of the USOPC National Anti-Doping Policy and of the USADA Protocol?	Compliant
27	Unless otherwise agreed by USADA, at least quarterly do you provide USADA with an updated list of athletes, proposed by your NGB, to be included in the USADA RTP? With respect to each athlete on such list and such additional athletes as may be designated by USADA for inclusion in the USADA RTP, do you provide USADA with initial contact information which shall, at a minimum, include accurate residential, mailing and email addresses (if available) and phone numbers for each athlete?	Compliant
28	At least six months prior to the commencement of the most recent applicable Olympic or Paralympic Games, did you provide USADA with a list of all athletes that may have reasonably been selected to represent the U.S. in such Games?	Compliant
29	Do you have an identified staff member to act as a liaison with USADA?	Compliant

*The U.S. Center for SafeSport has taken jurisdiction over the auditing of Athlete Safety requirements. To that end, as of 9/13/2019, the USOPC will no longer review Athlete Safety requirements which fall under the Center's jurisdiction.

DEFICIENCIES

4. Are you compliant with the insurance requirements as set forth in Exhibit 2 of the most recent PPA?

According to the USOPC's third party administrator for insurance verification, USA Pentathlon's certificate of insurance was rejected and listed as non-compliant.

USA Pentathlon Action Plan: USA Pentathlon will coordinate with its insurance broker and CertFocus to get into compliance by Jan 10, 2020.

USOPC Status Update: Audit verified USA Pentathlon was compliant with this requirement on December 17, 2019.

9. Do you have your three most recent IRS Form 990s on your website?

USA Pentathlon does not have its 2018 IRS Form 990 posted on the website.

USA Pentathlon Action Plan: USA Pentathlon is working with its firm, Osborn, Parsons and Rosacker, to complete the 2018 audit and Form 990. We expect this will be completed by the end of the year.

USOPC Status Update: USA Pentathlon posted its 2018 Form 990 to their website. This deficiency is considered compliant as of February 21, 2020.

10. Have you completed and posted on your website your three most recent annual audited financial statements?

USA Pentathlon does not have its 2018 audited financials posted on the website.

USA Pentathlon Action Plan: USA Pentathlon is working with its firm, Osborn, Parsons and Rosacker, to complete the 2018 audit and Form 990. We expect this will be completed by the end of the year.

USOPC Status Update: USA Pentathlon posted its 2018 audited financial statements to the website. This deficiency is considered compliant as of February 21, 2020.

16. Do you maintain accurate accounting records in accordance with accounting principles generally accepted in the USA (GAAP)?

Due to the deficiency noted in #10 above, regarding the 2018 audited financial statements, the USOPC was unable to verify whether accurate accounting records have been kept in the most recent fiscal year.

USA Pentathlon Action Plan: USA Pentathlon is working with its firm, Osborn, Parsons and Rosacker, to complete the 2018 audit and Form 990. We expect this will be completed by the end of the year.

USOPC Status Update: USA Pentathlon's 2018 audited financial statements support that USA Pentathlon maintains accurate accounting records in accordance with accounting principles generally accepted in the USA (GAAP). Audit verified USA Pentathlon was compliant as of February 21, 2020.

CONCLUSION

USA Pentathlon updated its policies and is fully compliant with the USOPC's Compliance Checklist. The Compliance Checklist does not conclude on the effectiveness of any policies reviewed. Additional audit procedures are completed on select NGBs each year to verify various policies and processes are being followed.