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**United States Olympic Committee**  
**NGB Compliance and Audit Department**



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Report for:  
**United States Bowling Congress**

Review of:  
**Compliance Checklist**

Dated:  
**May 6, 2019**



May 6, 2019

Chad Murphy  
Chief Executive Officer  
United States Bowling Congress

Dear Chad,

Enclosed is the United States Olympic Committee's (USOC) report on the 2018 Compliance Checklist for the United States Bowling Congress (USBC). We want to express our appreciation for the time you and your staff spent completing the Checklist and providing documents during the review.

USBC 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; SafeSport; and anti-doping. There were initially two deficiencies found in SafeSport and anti-doping, however USBC has since remedied these and is now fully compliant.

The report will be presented to the USOC Athlete and NGB Engagement Committee and be made available on the Team USA website. 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,

Bridget Toelle, CPA, CIA  
Vice President, NGB Audit and Compliance

Rich Wright  
Staff Auditor

cc: Rick Adams                      Chris McCleary                      Mike Spridco  
Wendy Guthrie                      Denise Parker                      Karl Kielich  
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# COMPLIANCE CHECKLIST

United States Bowling Congress

## OBJECTIVE AND SCOPE

The objective of the review is to verify USBC is in compliance with key elements of the Ted Stevens Olympic and Amateur Sports Act, the USOC Bylaws and certain USOC policies, in order to demonstrate ongoing commitment to the values and requirements of membership in the USOC. The scope includes the 2018 Compliance Checklist certified by USBC and the supporting documents provided by USBC. 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 USBC. For any deficiencies, see the explanations and action plans after the chart.

	Question	Status
<b>Governance / Managerial</b>		
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
<b>Financial Capability</b>		
4	Are you recognized by the IRS as a tax-exempt organization?	Compliant
5	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
6	Do you have your three most recent IRS Form 990s on your website?	Compliant
7	Have you completed and posted on your website your three most recent annual audited financial statements?	Compliant
8	Do you have written financial policies and procedures?	Compliant
9	Do you have an approval and/or review process for cash disbursements?	Compliant
10	Do you provide frequent (monthly or quarterly) financial statements to your board or designated committee?	Compliant
11	Do you have a board-approved annual budget?	Compliant
12	Have you spent USOC funds as required by the funding agreements in the previous 12 months?	Compliant
<b>Due Process and Athlete Representation</b>		
13	Do you provide procedures for the prompt and equitable resolution of grievances of your members?	Compliant

14	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
15	Do you require at least 20% athlete representation on grievance panels?	Compliant
16	Do you have at least 20% athlete representation on your board of directors?	Compliant
17	Do you have at least 20% athlete representation on your budget committee?	Compliant
18	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
<b>SafeSport</b>		
19	Do you have USOC SafeSport language in your bylaws that provides jurisdictions to the U.S. Center for Safe Sport?	Compliant
20	Do you have a USOC-compliant Athlete Safety Policy?	Compliant
21	Do you have a grievance process that is materially free of bias and conflicts of interest for SafeSport allegations, and includes the opportunity for review by a disinterested individual or body?	Compliant
22	Does your policy require criminal background checks, at least every two years, for those individuals that are formally authorized, approved or appointed (a) to a position of authority over, or (b) to have frequent contact with athletes?	Compliant
23	Does your policy require education and training specific to SafeSport for those individuals that are formally authorized, approved or appointed (a) to a position of authority over, or (b) to have frequent contact with athletes?	Compliant
<b>Anti-Doping</b>		
24	Do you inform Athletes, Athlete Support Personnel and other Persons in your sport of the USOC National Anti-Doping Policy and of the USADA Protocol?	Compliant
25	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
26	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
27	Do you have an identified staff member to act as a liaison with USADA?	Compliant

## DEFICIENCIES

### ***Do you have a USOC-compliant Athlete Safety Policy?***

USBC was deemed deficient for the following:

- USBC's policy does not clearly identify an anonymous reporting option.
- USBC's SafeSport Policy does not address whether filing fees are required to accept SafeSport reports.
- USBC's policy does not contain a retaliation clause or whistleblower protections for individuals who come forward with SafeSport reports.

***USBC Action Plan:*** Language added in Article V, USBC SafeSport, Section F. Reporting in the USBC Disciplinary Supplement. Change to be sent to USBC Board for adoption.

**USOC Status Update:** USBC updated its Bylaws to direct individuals to its Disciplinary Procedures Supplement which contain the updated SafeSport policy addressing all three elements of this deficiency. USBC is compliant as of March 13, 2019.

### ***Do you inform Athletes, Athlete Support Personnel and other Persons in your sport of the USOC National Anti-Doping Policy and of the USADA Protocol?***

USBC does not inform Athletes, Athlete Support Personnel, and other Persons in the sport of bowling of the USOC National Anti-Doping Policy and of the USADA Protocol.

***USBC Action Plan:*** Added USADA Language on anti-doping obligations in USBC Bylaws, Article IX, Section F. Added Membership Agreement language in Team USA Code of Conduct, new section titled "Anti-Doping Agreement". Added Licenses language in Team USA Athlete Agreement in Section 3, Obligations of Athlete, item c. Changes to be sent to USBC Board, USBC AAC for adoption.

**USOC Status Update:** USBC updated its Bylaws, Athlete Agreement and Code of Conduct language to include recommended USADA notification language. USBC is compliant with this requirement as of March 12, 2019.

## CONCLUSION

With the changes to USBC's bylaws, USBS is now fully compliant with the USOC'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.