

United States Olympic Training Centers Policy & Rates

2012

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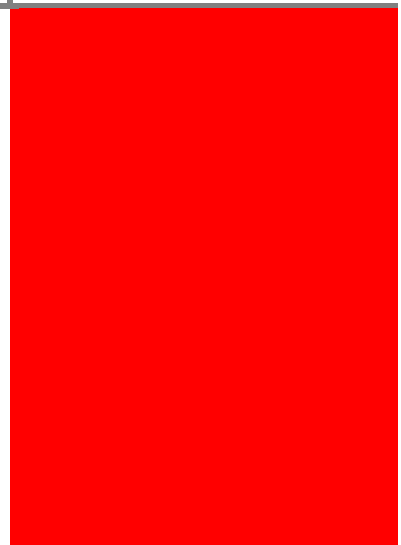


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Contact Numbers

Colorado Springs (719) 866-4500
Chula Vista (619) 656-1500
Lake Placid (518) 523-2600
Email OTCrequests@USOC.org

Definition of Use Types

- On-Site
 - A guest that stays at the OTC in a dorm room. On-site includes housing, full access to the dining room (meals), and based on program approval, access to training facilities/venues (gyms, pools, strength and conditioning, medical services, and sport performance services).
- Off-Site with Meals (Meal Cards)
 - A guest that stays off-site (no OTC housing in the dorms) but has full access to the dining room (meals), and based on program approval, access to training facilities/venues (gyms, pools, strength and conditioning, medical services, and sport performance services).
- Facility Use:
 - A guest that has access to their training area only (i.e. gyms, pool). There is no housing, meal access, strength & conditioning, medical or sport performance services included with this status, unless specially requested by the NGB and approved by Sport Performance.

How to Request an OTC Service

Requests by an NGB for OTC services will be reviewed as part of the High Performance Support allocation process and therefore must be included in the NGB's High Performance Plan. Any new requests for programs and/or addition of numbers to a program that are already funded are the fiscal responsibility of the NGB making the request and will be charged at the applicable rate by the OTC.

In exceptional circumstances funding for a new camp or increasing numbers to an existing camp will be considered on a case by case basis. Requests for additional funding should be submitted directly to the relevant Team Leader.

All other program requests will be handled by the associated OTC Operations Department.

- Housing
 - All requests must be made using the OTC program request form.
 - All requests must be emailed to the OTC Requests mailbox.

- Meals Coupons
 - All requests must be made using the Meal Coupon request form.
 - If affiliated with an already requested/approved OTC program, please submit the completed form to your Operations Program Coordinator.
 - If not affiliated with an approved program at the OTC, please submit the completed form to OTCrequests@USOC.org

- Meetings/Meeting Space

This includes internal USOC staff meetings, NGB meetings, Intern meetings and Outside User meetings

 - All requests must be made using the OTC program request form.
 - All requests must be emailed to the OTC Requests mailbox

- Medical Rehab Evaluation
 - A request for medical rehab/evaluation for an athlete can be made at any time.
 - Requests must be submitted to the relevant High Performance Director and if approved the request will then be considered by Sports Medicine and the OTCs.

- NGB program/camp/event
 - All requests must be made using the OTC program request form.
 - All requests must be emailed to both the OTC Requests mailbox as well as the relevant USOC High Performance Director.

- Sport Experience / Use of an OTC venue
 - All requests must be made using the OTC program request form.
 - All requests must be emailed to the OTC Requests mailbox.

- Training Special (less than 5 people)
 - A request must be submitted at least 5 business days prior to start date of the program. Training special funding and availability will be considered on a case by case basis by Sport Performance and the OTCs.

- Transportation / Vehicles
 - Local airport transportation is included for a program taking place at CSOTC or CVOTC. For a program taking place at LPOTC call for rates.
 - For additional shuttle needs or vehicle rentals please submit a vehicle request form to your Operations Program Coordinator at the applicable training center.

RATE CARD

All Inclusive Packages (see “Definition of Use Types” for list of services included)

Per Person/Per Night

On-Site.....	\$45.00
Off-Site with Meal Access.....	\$30.00
Facility Use (Applicable to NGBs only).....	\$8.00

Individual Services

Dining

Meal Coupons per person

Breakfast.....	\$10.00
Lunch.....	\$10.00
Dinner.....	\$10.00

Catering for Meetings (Choose one of three options below) not available in Colorado Springs

Coffee and Tea/person.....	\$2.00
Coffee, Tea, Juice, and Water/person.....	\$3.00
Coffee Tea, Juices, Water and choice of fruit, muffins, yogurt, or breakfast bars.....	\$5.00

Transportation (see Vehicle Policy for further details)

Airport Pickup (Co. Springs & San Diego only. Call for Albany & Denver rates).....	No Charge
Local Shuttles *.....	No Charge

* Excessive/special cases will be charged at Driver Hourly Rate x # of shuttle runs x vehicle usage charge

Vehicle Rental (OTC program related).....	No Charge
Vehicle Rental (Non-OTC related)	
Car/Pick-Up Truck.....	\$25.00/Day
SUV.....	\$50.00/Day
Van/Box Trucks.....	\$75.00/Day

Venue Usage

Meeting Rooms (includes AV & set up)

Small (Holds approx. 5- 25 people).....	\$20/Hour
Medium (Holds approx. 25 – 60 people).....	\$40/Hour
Large (60 + people).....	\$60/Hour

Gym/Bay..... \$60/Hour

Strength & Conditioning.....\$10/Hour/Person

Indoor Pool..... \$100/Hour/\$10/Lane

Outdoor Pool..... \$50/Hour

Fields

 Soccer..... \$200/Day

 Rugby..... \$300/Day

 Softball..... \$200/Day

 Field Hockey..... \$200/Day

Event Set Up/Tear Down Call for rates

Customized Services..... Call for rates

- Tours
- Athlete Demos
- Sport Experiences
- Aquatics Filming

POLICIES

Reservation & Program Cancellation

(Includes any/all camps, meetings, etc. utilizing any OTC resource)

- A program may cancel services up to 30 days prior to the first scheduled arrival with no financial penalty.
 - Any cancellation within 30 days of a program commencing will be charged at the rate of (# of participants in program) x (program dates) x (OTC daily or nightly use type rate)

Change in Participant Numbers

- A program may reduce participant numbers up to 30 days prior to the first scheduled arrival with no financial penalty.
 - Any reduction in numbers within 30 days of a program commencing will be charged at the rate of (# of participants in program) x (program dates) x (OTC daily or nightly use type rate)
 - Exceptions to this policy include sickness, injury, family emergency or flight delay.
- For instance, if a program is approved for OTC use September 1 – 15 for 30 participants, unless noted in the request and approval, all participants must remain registered for the full duration of the program. In this example, all participants must check-in on September 1 and checkout on September 15 unless details for early departures are pre-requested.
- Any late arrival or early departures not previously approved will result in a charge being applied for the unused resources (i.e. bed night, meals, facility use, etc.) at the current OTC rate.
- A program may request an increase in participant numbers up to 30 days prior to the first scheduled arrival with no financial penalty. However, all requests must first be approved by the relevant OTC. For NGB and sport related cases all requests must be approved by the relevant Team Leader and OTC.
- Failure to request additional participants to a program may result in the participant(s) being denied access if resources are not available, or a charge being incurred for the requested resources (i.e. bed, meals, facility use etc.) at the current OTC rate.

Change in Approved Program Dates Policy: Applicable to NGBs Only

- International Federation (IF) calendar/date changes will be supported by OTCs and Sport Performance, but approval will be based on resource availability.
- All other date changes (non-IF related) will be considered by OTCs and Sport Performance. However, funding status from Sport Performance may change with a program date change. Additionally, approval will be based on OTC and resource availability.

OTC Program Coordination Forms

- All OTC forms (Program Roster, Transportation/Flight information, Housing Map, Program schedule) must be received by the Operations program coordinator within 14 days of program start date.
- For programs that do not meet this deadline, an additional assessment fee of \$100/day per program will be levied.
- Partially completed forms will be considered incomplete and therefore will be charged at \$100/day per program.
- No changes will be accepted within 14 days of the program start date
 - Exceptions to this policy include injury, sickness, or family emergency.
- If information is missing at 3 days prior to program start date, the OTC reserves the right to cancel portions of the program or the program in its entirety at full cost charged back to the originating party.

Sport Performance Services, Strength and Conditioning & Sports Medicine

- OTCs are available to coordinate:
 - Strength and Conditioning
 - Sports Medicine
 - Higher level requests for these services will be routed through the relevant Sport Performance High Performance Directors. All other Strength and Conditioning requests will be handled between Operations and Sport Performance.
- OTCs do not coordinate the following Sport Performance Services:
 - Nutrition
 - Psychology
 - Physiology
 - Performance Technology
 - Lab Services

All requests will be sent directly to the relevant Sport Performance High Performance Directors. OTCs will coordinate any meeting rooms or venues required for various events.

Transportation

- Vehicle Reservations (All Users)
 - If a vehicle has been reserved, it is the responsibility of the NGB/individual reserving the vehicle to pick it up as scheduled. Any vehicle not picked up on the scheduled date will result in forfeiture of the reservation for the remainder of the time frame. Exceptions include a delayed flight in which the arrival occurs a day later than expected.
 - Colorado Springs vehicle keys and paperwork can be picked up at the transportation building prior to 5 pm. After 5:00 pm or on the weekend pick up will take place at the OTC registration desk.
 - At Chula Vista and Lake Placid, key pickup and paperwork will always take place at the registration desk.
- Vehicles must be returned with a full tank of gas.
- If a vehicle is returned without a full tank of gas then the user will be charged the cost of the gasoline plus a service charge of \$20/vehicle.
- Shuttle Reservation Policy (All Users)
 - If a guest signs-up for a shuttle and is not present at the time of the scheduled pick-up or drop-off (no-show), the guest/NGB will be charged at a rate of \$25/person.
 - If a guest does not make a reservation for a shuttle, but receives transportation to/from the airport, the guest/NGB will be charged at a rate of \$25/person. Sign up for airport shuttles must be submitted 24 hours in advance (4 days in advance in Chula Vista). Please sign up for shuttles at the front desk. In Chula Vista you may also email your transportation requests to cvoperations@usoc.org. For those departing on a weekend or a Monday, all requests must be submitted by Noon on Friday.

OTC GUEST CODE OF CONDUCT

All guests consent to abide by the below described code of conduct for athletes, coaches, and guests of the USOTC and understand that violations may result in forfeiture of privileges or other disciplinary proceedings.

- The transportation, possession or unauthorized use of alcoholic beverages, illegal drugs, drug paraphernalia, or IOC-banned substances on the premises is prohibited.
- Users must keep their ID card on them at all time.
- Use of an ID card by an unauthorized person(s) is prohibited. This includes passing cards to access the dining hall.
- Visitors are prohibited in the dormitory areas or on the premises between 12:00 AM and 7:00 AM daily (Colorado Springs), 11:00 pm – 7:00 am (Chula Vista and Lake Placid).
- Quiet hours are from 10:00 PM – 7:00 AM daily.
- Tobacco in any form is not permitted at the OTC.
- Any physical damage to a facility or loss of items from a dormitory room (e.g., blankets, lamps, etc.) will be paid for by those individuals assigned to the room in which the damage or loss occurs.
- The OTC is not responsible for personal property owned by athletes, coaches, guests or residents on site. USOC Risk Management recommends the purchase of tenant insurance by individuals residing on site.
- Space heaters, electric frying pans, toaster ovens, microwaves, hot plates, coffee pots, or any appliance or equipment rated above 6 amps and/or 750 watts are strictly prohibited in the dormitories. If you need additional outlets, a multiple outlet strip is required. Extension cords and plug-in adapters are not acceptable.
- Candles, incense, or any other type of open flame items and appliances are prohibited in the dormitories.
- Tactical sports equipment (e.g. firearms, ammunition, archery arrows, and bows) must be reported upon check-in so that it may be stored in the appropriate location. Oversized sports equipment should not be stored in the dormitory.

- The dormitory hallways must remain clear of debris at all times. No athlete may store bicycles, furniture or other items in the hallways. If you require bicycle storage, or need an item of furniture removed, please contact the Front Desk at x4444 (Colorado Springs), 0 (Chula Vista), or x2600 (Lake Placid).
- Animals are strictly prohibited in the dorms and on-site with the exception of service dogs.
- Checkout from the dorms on day of departure is 9:00am. All belongings must be removed from your room prior to 9:00am, but you are allowed to keep your access card until after you eat breakfast/lunch. If you have an afternoon flight, you can store your belongings in the luggage room, across from the registration desk in the athlete center in Colorado Springs or in the ACI in Chula Vista. Ask for access to this room at the front desk. Additional charges will be incurred if rooms are not vacated before 9:00am.
- If you would like to keep your ID as a souvenir upon departure, you may do so. However, in order to checkout of your camp/program, you must scan your ID at the front desk before leaving the OTC.

OTC Access

The USOC endeavors to provide a safe environment for all athletes and other individuals who reside, train, work or compete at USOC Training Centers. Each individual who registers to reside, train, or compete on a USOC Training Center shall comply with the disclosure requirements as set forth in the USOC Olympic Training Center Access Protocol see Appendix A.

USOC Harassment Policy

The USOC and Member Organizations strive to maintain an environment free from intimidation, threats or violent acts such as harassment, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons or carrying weapons of any kind onto company property (including vehicles), jokes or offensive comments regarding violent events or any other act which in management's sole opinion is inappropriate for the Olympic Training Center. Guests engaging in this type of behavior are subject to disciplinary action. If any guest feels he or she may have been subjected to any of the behaviors listed above, he or she is asked to immediately report the incident to the Director of the Olympic Training Center. Complaints will be investigated and based upon the results, appropriate action will be taken.

- Unacceptable behavior includes, but is not limited to, the following:
 - Any act considered to be offensive under federal, state or local laws, or a violation of USOC policies and procedures.
 - Gross misconduct (i.e., inappropriate horseplay, fighting or criminal behaviors such as, but not limited to, theft, assault).
 - Willful destruction of property, including that caused by gross misconduct.

Municipal Fire Code

- The willful disabling of any smoke detector or tampering or interfering in any way with any fire alarm system to include causing a false fire alarm (by pulling the fire alarm handle) will result in immediate dismissal from the Olympic Training Center.

OTC FACILITY CODE OF CONDUCT

1. All of the rules and regulations outlined in the Athlete Code of Conduct apply to the OTC Sports Facilities and Venues.
2. Your cooperation in NOT taking food or drinks into the training areas is greatly appreciated. Glass containers are not permitted inside the facilities.
3. Before scheduled use of the facility, please check in at the facility staff office. All users of the Velodrome MUST sign in BEFORE using the track(s).
5. Appropriate clothing and shoes are required in public access areas. Acceptable attire includes: athletic shoes (no sandals, street shoes, or bare feet), shorts or sweatpants, a t-shirt or sweatshirt, or the appropriate uniform. Velodrome users are required to also wear an approved helmet. Please use one of the locker rooms for changing attire.
6. The program instructor/coach is responsible for the actions of their participants and must be with the program participants at all times. Programs are expected to comply with USOC policies. Please monitor your actions and language at all times. Unprofessional behavior and lack of sportsmanship can result in disciplinary action.
7. Any person(s) using recording devices or photographic equipment for commercial or promotional considerations must have written approval from the USOC's office of Public Information and Media Relations, and approval from the host National Governing Body.

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8. General Safety provisions included within the orientation materials are mandatory for all OTC guests. Should any questions arise, please notify the reception desk or security. Safety recommendations include:
- Do not travel alone at night.
 - Notify security of any suspicious activity on complex.
 - Keep your valuable possessions in a safe and locked place out of public visibility and access.
 - In the event of a fire alarm, immediately leave the building and proceed to a designated safe area.

APPENDIX A

United States Olympic Committee USOC Training Center Access Protocol Effective 12/01/2011

1. Introduction

At times, issues arise concerning who should have access to United States Olympic Committee (USOC) Training Centers. In this regard, the USOC endeavors to:

- provide a safe environment for athletes and other individuals who reside, train or compete at USOC Training Centers;
- protect persons at risk, including minors and mentally challenged adults;
- honor an athlete or other individual's opportunity to participate in various athletic residency, training and competition activities;
- protect USOC property; and
- maintain public confidence in the USOC and its activities.

The USOC may refuse access at any time to an individual whose conduct or activity falls under Part 2 of this Protocol.

This USOC Training Center Access Protocol (Protocol) does not apply if a National Governing Body (NGB) does not submit or withdraws its proposal to have an individual reside, train or compete at a USOC Training Center or if the NGB asks the individual to leave a USOC Training Center. In any such instance, the affected individual's recourse, if any, would be through his or her NGB's processes and procedures.

2. Duty to Disclose/Background Check

An NGB, in submitting a proposal to have an individual reside, train or compete at a USOC Training Center, shall disclose to the USOC any information in its possession pertaining to any individual who (1) has been convicted of a felony, (2) has been arrested or criminally charged with a felony, where such arrest or charge has not yet been adjudicated, (3) has committed an act, or is engaging in an activity, that may raise concerns regarding the safety of individuals or the protection of property, or (4) engaged in, or is engaging in, other activity that may harm the USOC's reputation. In submitting its proposal, the NGB shall certify that it has disclosed any known conviction or activity as enumerated above. Disclosure of any such conviction or activity should occur at least six weeks before the program check-in date at a USOC Training Center or as soon as the NGB, or its representatives, becomes aware of an issue meeting the above requirements. Thus, an NGB's duty of prompt disclosure is ongoing.

Additionally, each individual who registers to reside, train or compete on a USOC Training Center shall fill out a Disclosure Form, listing any felony conviction and any arrest or criminal charge that has not yet been adjudicated. Also, if an individual is arrested, charged or convicted of any illegal or criminal activity after obtaining access to the Training Center, the individual is obligated to inform the Director of the USOC Training Center within 24 hours of such arrest or charge.

The USOC, upon learning of conduct or activity as enumerated in (1) through (4) above, may refuse to allow access to that individual at the time of check-in. Further, failure to disclose such known conduct or activity by the NGB may adversely affect the terms of the NGB's Performance Partnership Agreement with the USOC and any such disclosure failure by the athlete may affect the athlete's future access to the USOC Training Center.

The USOC, at its discretion, may require that any individual who requests access, or who has been provided access, to a USOC Training Center undergo an authorized background check, conducted by the National Center for Safety Initiatives ("NCSI") or any other entity the USOC chooses to retain.

3. USOC Hearing

On receipt of a disclosure made pursuant to this Protocol, the Chief of Sport Operations shall notify the Review Panel as described below if (1) he/she believes the individual should be denied access; or (2) the disclosure reveals a felony conviction or charge or any other conviction or charge of a violent or sexual nature and he/she believes the individual should be granted access. The USOC shall discuss the matter with the NGB. The USOC shall also notify the individual and inquire if the individual still desires to have access to the USOC Training Facility. If the individual desires access and the NGB continues to support the individual's access to a USOC Training Center, the individual will be afforded a hearing before a USOC Review Panel. The USOC Review Panel will then conduct a hearing to determine whether to allow the individual access and whether any restrictions will be placed on such access.

The Review Panel will consist of the Chief Administrator Officer or his/her designee, Chief of Sport Performance or his/her designee, the USOC Director of Safe Sport or his/her designee, the Chief of Security or his/her designee, and a representative from the USOC General Counsel's Legal Division. In addition, the Director of Risk Management may advise the Review Panel as to any attendant risks.

The individual will be notified of a specific date and time to ensure that he or she is available for the hearing. Unless the Review Panel requires the individual to attend the hearing in person, the individual may appear by telephone conference call. The individual has the right to be represented by legal counsel at the hearing.

At the hearing the individual will be allowed to present any evidence or argument that he or she wishes the Review Panel to consider. The Review Panel may require that

documentary evidence be presented prior to the hearing and that the names of any witnesses be disclosed prior to the hearing. If a background check was conducted, or if the Review Panel requires the individual to undergo a background check prior to the hearing, the individual shall grant written permission for his or her complete background check finding to be provided to the Review Panel. The Review Panel shall also seek input from the individual's NGB regarding the NGB's position on allowing the individual access to the USOC Training Center. In addition to any evidence or argument provided by the individual, the Review Panel will consider the recommendation of the USOC CEO, if any.

The Review Panel shall have authority to set timelines and other rules regarding the proceeding and the conduct of the hearing, as it deems necessary.

Upon the request of an individual, and provided that it is necessary to expedite the proceeding in order to resolve a matter relating to residency, training or competition that is scheduled, the Review Panel may render an expedited determination.

The Review Panel has the discretion to deny or place limitations on access to any individual if it finds, in good faith, that an individual's conviction or activity may have a negative effect on the USOC's endeavors as outlined in Part 1. In rendering its finding, the Review Panel shall consider the following:

- a. the legitimate interest of the USOC in providing a safe environment for athletes and other individuals who reside, train or compete on USOC Training Centers;
- b. the seriousness of the criminal offense or act;
- c. the time which has elapsed since the occurrence of the criminal offense or act;
- d. the age of the person at the time of occurrence of the criminal offense or act;
- e. the bearing, if any, the criminal offense or act has on the individual's request to reside, train or compete at a USOC Training Center;
- f. any information produced by the individual, or produced on behalf of the individual, in regard to the individual's rehabilitation and good conduct;
- g. the specific request related to access to the USOC Training Center, such as whether the request is for residence, training or competition, the length of time of access and the scope of access;
- h. any voluntary restrictions on access proposed by the individual;
- i. any recommendation or information provided by the individual's National Governing Body;
- j. the effect on the USOC's reputation; and
- k. any other information, which in the determination of the Review Panel, would bear on whether or not the individual should have access to the USOC Training Center.

4. Finding & Restrictions

The Review Panel will communicate its finding to the individual, to the individual's NGB, and to the USOC CEO. In its finding, the Review Panel may impose restrictions on the individual that would have to be met in order for the individual to obtain access. The relevant NGB or the individual seeking access may be responsible for covering any costs associated with such restrictions.

5. Arbitration

If the individual disagrees with the finding of the Review Panel, he or she may file a demand for arbitration with the American Arbitration Association ("AAA"). A decision rendered by the AAA shall be final and binding on all parties.