



USOPC NGB AUDIT

USA TRIATHLON

ADDENDUM REPORT

November 21, 2023

EXECUTIVE SUMMARY

Background, Scope, and Objectives¹

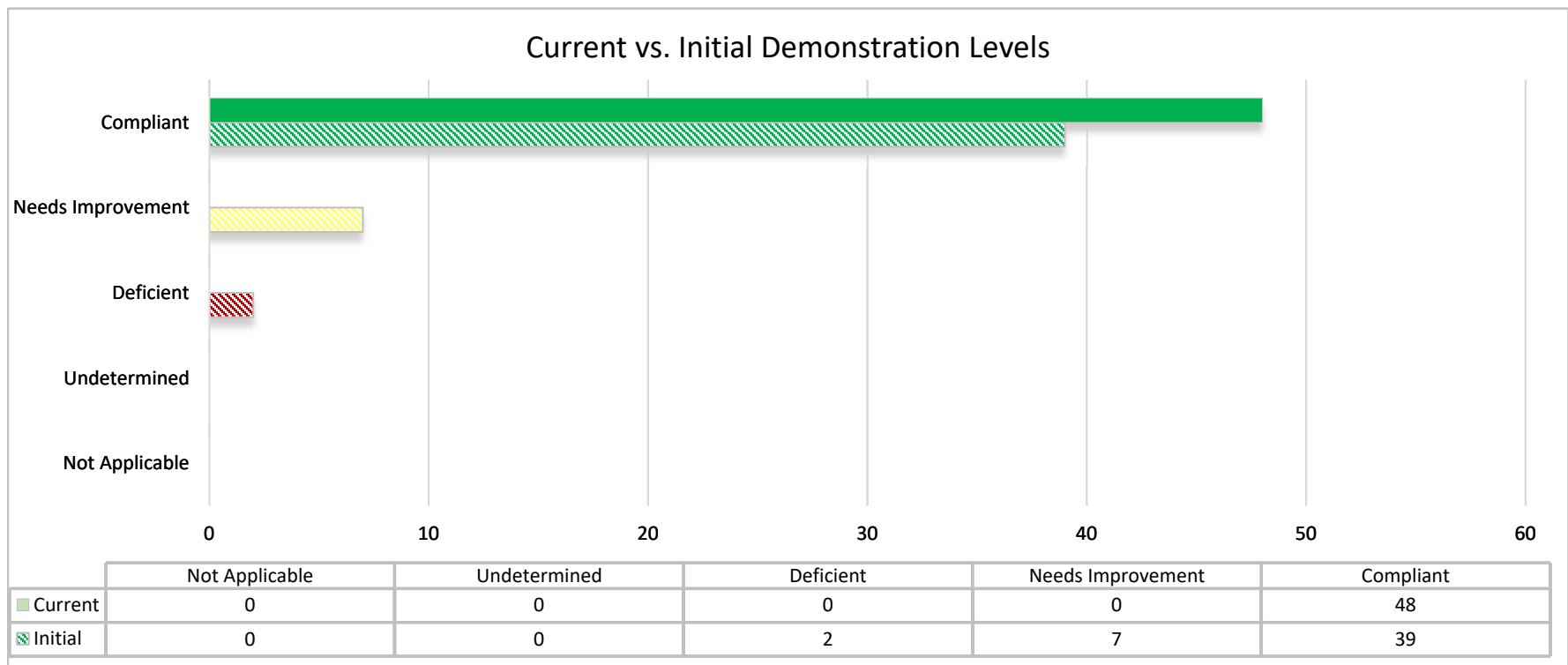
The United States Olympic & Paralympic Committee’s (USOPC) NGB Audit department (Audit) completed an audit of USA Triathlon on March 10, 2023. Following the audit, NGBs have 120 days, unless otherwise specified, to provide evidence of remediation to Audit. Based on the evidence provided, Audit has assigned a Follow-up Demonstration Level² of Compliant, Needs Improvement, or Deficient. Details are provided in the findings below.

Follow-up Summary

Based on the evidence of remediation provided, USA Triathlon has remediated nine findings. As of November 7, 2023, USA Triathlon is 100% compliant with applicable standards. Additional details are outlined below.

DEMONSTRATION LEVEL COMPARISON

The below chart presents the updated distribution of compliance demonstration levels². For further details not provided in this addendum report, please refer to the Audit report posted on TeamUSA.org.



¹For additional information on the background, scope, and objectives, please see the initial audit report.

²See Appendix A

NGB AUDIT FINDINGS - FOLLOW-UP STATUS

All Standards are evaluated against the 2022 Implementation Guide for Audit Standards. Bylaws references are based on the USOPC Bylaws approved in March 2021.

GOVERNANCE AND COMPLIANCE

Needs Improvement		
1	Athlete Representation – A.1 a & b	Management Action Plan
	<p>FINDING: While USA Triathlon's bylaws include many of the required athlete representation elements, there are a few requirements missing.</p> <p>Additionally, a review of current athlete representatives found the following:</p> <p style="padding-left: 40px;">The judicial committee does not have the required percentage of athlete representatives.</p> <p style="padding-left: 40px;">One individual serving as an athlete on the National Coaching Committee did not meet the Actively Engaged Athlete definition, bringing the percentage of athlete representation below the required 33.3%.</p>	<p>USA Triathlon will update the bylaws to include the missing requirements.</p> <p>Additionally, USA Triathlon will request an exemption for the Judicial Committee due to the specialized nature of the committee to ensure compliance.</p> <p>Lastly, USA Triathlon will ensure that all committees have the required percentage of athlete representation.</p> <p>Due Date: August 1, 2023</p>
Follow-up Level: Compliant		
	USA Triathlon updated the bylaws to meet requirements. In addition, the Judicial and National Coaching committees now have appropriate athlete representation.	
2	Bylaws – A.3 a	Management Action Plan
	<p>FINDING: There are elements missing from USA Triathlon's Bylaws in the areas of board member and designated committee requirements.</p>	<p>USA Triathlon will update the bylaws to include the missing requirements.</p> <p>Due Date: August 1, 2023</p>
Follow-up Level: Compliant		
	USA Triathlon updated the bylaws and created the Selection Procedures Standard Operating Procedure to meet requirements.	
3	Board Development – A.3 b	Management Action Plan
	<p>FINDING: USA Triathlon conducts onboarding for both board and committee members, however, not all committee members received onboarding within a reasonable timeframe.</p>	<p>Going forward, USA Triathlon will ensure all committee members receive onboarding within their first three months.</p>

		Due Date: June 30, 2023
	Follow-up Level: Compliant	
	USA Triathlon's new committee members received onboarding within a reasonable timeframe.	
Deficient		
4	Independent and Affiliate Representation – A.1 c	Management Action Plan
	FINDING: USA Triathlon's bylaws do not provide for at least one available board position for affiliated member(s).	USA Triathlon will update the bylaws to include a provision for affiliated member(s). Due Date: August 1, 2023
	Follow-up Level: Compliant	
	USA Triathlon updated the bylaws to provide for at least one affiliated seat on the board of directors as required.	
5	Conflict of Interest Policy – A.6 b	Management Action Plan
	FINDING: USA Triathlon self-identified issues with their conflict of interest policy and disclosure process at the beginning of the year. While progress has been made on updating the policy and disclosures, due to the timing of the audit and open corrective actions, multiple issues were identified. Specifically, there were undisclosed conflicts, management direction letters were not sent timely or with sufficient detail, and the policy was not followed in regard to reviews and periodic disclosures.	USA Triathlon will have the updated 2023 conflict of interest forms submitted, reviewed consistently with the policy, and fully executed by April. Additionally, conflict of interest disclosure guidance will be provided to necessary individuals within 90 days of submission. Due Date: June 30, 2023
	Follow-up Level: Compliant	
	USA Triathlon is following their conflict of interest policy including reviewing disclosures and providing timely management direction letters that include sufficient detail. In addition, Audit did not identify any examples of undisclosed conflicts.	

FINANCIAL STANDARDS AND REPORTING PRACTICES

Needs Improvement		
6	USOPC Funding – B.1 c	Management Action Plan
	FINDING: USA Triathlon did not accurately report all grant expenses, resulting in additional funds owed to the USOPC.	USA Triathlon will work with its finance/accounting software provider to create new codes and more detailed reports for USOPC funding line items submitted by High Performance in 2023.

	<p>Additionally, USA Triathlon High Performance and Finance will create new procedures to ensure USOPC funds are spent and reported appropriately.</p> <p>Lastly, USA Triathlon will work with the USOPC to repay owed funds.</p> <p>Due Date: August 1, 2023</p>
<p>Follow-up Level: Compliant</p>	
<p>USA Triathlon implemented a new procedure that ensures funds are spent and recorded consistent with requirements. Audit verified the mid-year grant report matched recorded expenses. Lastly, USA Triathlon worked with the USOPC to repay owed funds.</p>	

ATHLETE PROTECTION AND RIGHTS

Needs Improvement		
7	Anti-Doping Policy Language – C.4 b	Management Action Plan
	<p>FINDING: While USA Triathlon's bylaws include the required anti-doping language for NGBs with organizational members, the language for individual members is missing.</p>	<p>USA Triathlon will update the bylaws to include the required anti-doping language for NGBs with individual members.</p> <p>Due Date: August 1, 2023</p>
<p>Follow-up Level: Compliant</p>		
<p>USA Triathlon updated the bylaws to include the required language for individual members.</p>		
8	Athlete Agreements – C.5 a	Management Action Plan
	<p>FINDING: USA Triathlon's Athlete Agreements include a non-compliant clause that is not used in practice.</p>	<p>USA Triathlon will update the athlete agreements to comply with the requirements.</p> <p>Due Date: June 30, 2023</p>
<p>Follow-up Level: Compliant</p>		
<p>USA Triathlon updated the athlete agreements to comply with the requirements and communicated the updates to athletes.</p>		

SPORT PERFORMANCE

USA Triathlon had no findings in the area of Sport Performance.

OPERATIONAL PERFORMANCE

Needs Improvement		
9	Grievance Procedures – E.4 a & b	Management Action Plan
	<p>FINDING: During testing, there was one grievance identified that had minor deviations from the grievance procedure.</p>	<p>USA Triathlon will update its Grievance and Disciplinary Policy to align with current practices while ensuring compliance with the Act.</p> <p>Additionally, USA Triathlon Legal will ensure that the Grievance and Disciplinary procedure is followed.</p> <p>Due Date: June 30, 2023</p>
<p>Follow-up Level: Compliant</p>		
<p>USA Triathlon updated the grievance procedures to reflect their actual process, which continues to meet requirements.</p>		

We would like to thank the USA Triathlon staff for their cooperation throughout the audit process.

APPENDIX A – DEMONSTRATION LEVEL DEFINITIONS

Compliant	The NGB, through its written policies and procedures, as well as its execution of those policies and procedures, mostly demonstrates that it is meeting the elements of the standard.
Needs Improvement	The NGB, through its written policies and procedures, as well as its execution of those policies and procedures, demonstrates that it meets many elements of the standard, but changes or improvements are necessary to fully meet the standard.
Deficient	The NGB, through inadequate written policies and procedures and/or poor execution of those policies and procedures, demonstrates that it is not meeting several elements of the standard.
Not applicable/ undetermined	Not applicable indicates the standard does not apply to the NGB and will not be evaluated. Undetermined indicates a reason a determination cannot be made at this time; however, the standard will be evaluated at a later date. Additional details are provided as necessary.