

U.S. Olympic & Paralympic  
**TRAINING CENTER**

# OPTC HANDBOOK

*An interactive  
guide to living  
and training at  
the U.S. Olympic  
& Paralympic  
Training Centers*



The United States Olympic & Paralympic Committee is committed to providing a safe environment for every guest who lives and trains at any of our training center facilities. This handbook applies to the OPTCs in Colorado Springs, Colorado and Lake Placid, New York, and will cover policies, procedures, and services that best help to create a culture of safety and support for individuals as they pursue their athletic goals and represent Team USA.

# HANDBOOK USER GUIDE – INTERACTIVE PDF

This document is interactive, allowing you to move through content in a way that allows you to access the information you need quickly.

This document also works traditionally, so you are able to view content page-by-page, and it is print-ready.

Please use the guide below to navigate the interactive features.

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# DEFINITION OF OPTC USE TYPES



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### ON-SITE USER

\*An *On-Site User* is defined as a program participant who stays at the OPTC 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, push track, strength and conditioning, medical services, and sport performance services).

### MEAL CARD USER

A *Meal Card User* is defined as a program participant who stays off-site (no OPTC housing in the dorms) but has full access to the dining hall (meals), and access to training facilities/venues (gyms, push track, strength and conditioning, medical services, and sport performance services).

### FACILITY USER

A *Facility User* is defined as a program participant who has access to their training area only (i.e., gyms, push track). Housing, meal access, strength & conditioning, medical and/or sport performance services are not included with this status, unless specially requested by the NGB and approved by Sport Performance.

### RESIDENT ATHLETES (ON-SITE)

\*An *On-Site Resident Athlete* is defined as a program participant who has been approved by USOPC Sport Performance, after NGB recommendation, to live and train at the OPTC for 90 days or more (CS) or a full one (1) year at a time (LP). Resident athletes receive housing, full access to the dining room (meals), and based on program approval, access to training facilities/venues (gyms, push track, strength and conditioning, medical services, and sport performance services).

*Colorado Springs* – Resident Athlete program begins January 1<sup>st</sup>

*Lake Placid* – Resident Athlete program begins May 1<sup>st</sup>

### RESIDENT ATHLETES (OFF-SITE)

An *Off-Site Resident Athlete* is defined as a program participant who lives offsite, but has been approved by Sport Performance, after NGB recommendation, to receive full access to the dining room (meals if applicable), and based on program approval, access to training facilities/venues (gyms, push track, strength and conditioning, medical services, and sport performance services) for a full one (1) year at a time. This service coincides with the *Resident Athlete* program.

For all use types, please note: Sport Performance services, including medical coverage, clinic access, and strength and conditioning use must all be approved by Sport Performance prior to the start of training.

\*See pg. 38 for [Services Available to On-Site Users and Resident Athletes](#)

\*See pg. 63 for further [Resident Athlete](#) information

# CODE OF CONDUCT



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## OPTC CODE OF CONDUCT

The United States Olympic and Paralympic Committee (USOPC) endeavors to provide a safe environment for all athletes and other individuals at the United States Olympic and Paralympic Training Centers. Each individual who registers to reside, train, participate, or compete on a United States Olympic and Paralympic Training Center (OPTC) shall comply with the disclosure requirements as set forth in the OPTC Code of Conduct (see below).

Additionally, it is a privilege, not a right, for any person to access and/or train at the United States Olympic and Paralympic Training Center.\*

All users consent to abide by the below described guidelines and protocols for athletes, coaches, and guests of the OPTC.

- The transportation, possession or unauthorized use of alcoholic beverages or containers (empty or full) that contains alcoholic beverages on the premises is prohibited.
- Tobacco is only allowed to be smoked outdoors in designated smoking areas. This includes the use of cigarettes, e-cigarettes, and vaping devices.
- Chewing tobacco may be used indoors but only in private quarters (not in common areas, such as meeting rooms, lobbies, or training facilities). Tobacco products (including those listed above) may be stored in dormitories.
- Marijuana and marijuana paraphernalia in any form are not permitted in the OPTC dormitories or facilities.
- The transportation, possession or unauthorized use of illegal drugs, drug paraphernalia, and/or prohibited substances as defined by the World Anti-Doping Agency (WADA) on the premises is prohibited.
- Visitors/unregistered guests are prohibited in the dormitory areas or on the premises between 11:00 PM and 7:00 AM daily.
- When on-site, visitors must be accompanied by the registered athlete/guest at all times.
- Be familiar with and adhere to the U.S. Center for SafeSport's SafeSport Code, the USOPC Athlete Safety Policy, the Minor Athlete Abuse Prevention Policies, the USOPC Background Check Policy & Procedures, collectively referred to as "[Athlete Safety Policies](https://www.usopc.org/safe-sport)," available at <https://www.usopc.org/safe-sport>.

\*Athletes may access OPTC facilities if the OPTC is hosting a protected competition and restrictions may be imposed.

- User is responsible for any guest while they are on complex and must ensure their guest(s) comply with the OPTC Code of Conduct.
- Visitors must adhere to USOPC policy while on-site. These include:
  - No weapons of any type are allowed on-site.
  - Alcohol, illegal narcotics and drugs, smoking, electronic cigarettes and vapor pens are prohibited.
- Quiet hours are from 10:00 PM – 7:00 AM daily.
- Users must keep their ID card on them at all time.
- Scanning an ID card by an unauthorized person(s) for any reason is prohibited. This includes passing cards to access the dining hall and acquiring to-go meals for persons who do not have meal access.
- Any physical damage to a facility or loss of items from a dormitory room (e.g., blankets, lamps, etc.) will be charged to the NGB assigned to the room in which the damage or loss occurs.
- Space heaters, electric frying pans, toaster ovens, microwaves, hot plates, portable grills, air fryers, 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 are prohibited in the dormitories.
- Weapons, such as guns, knives, swords, etc. are prohibited at the OPTC and should not be transported on complex or stored in dormitories. This includes weapons for individuals who have a conceal carry permit.
- Toy or simulated weapons of any type are strictly prohibited.
- Tactical sports equipment (e.g. firearms, ammunition, archery arrows, and bows) are allowed at the OPTC, but must be stored in the appropriate location for each OPTC. Oversized sport equipment (including bikes and skeleton sleds) may be stored in the dormitory, but must be approved by OPTC staff and remain clear of dormitory exit pathways. Sled and runner work is NOT allowed in dormitory, and must take place in appropriate work rooms. Proper storage of oversized equipment in the basement of building 10 (Colorado Springs) and the bike storage room (Lake Placid) is strongly encouraged.
- 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) or 518-523-2600 (Lake Placid).



## RULES FOR SPORT VENUES

Any violation (including [dorm checks](#)) of the COC may result in disciplinary action.

All of the rules and regulations outlined in the Athlete Code of Conduct apply to the CSOPTC & LPOPTC Sports Facilities.

- Your cooperation in NOT taking food or drinks into the training areas is greatly appreciated. Glass containers are not permitted inside the facilities.
- Before scheduled use of the facility, please check in at the facility staff office (Colorado Springs) or the front desk (Lake Placid). All users of the Velodrome (Colorado Springs) MUST sign in BEFORE using the track(s).
- Push Track users (Lake Placid) are required to wear an approved helmet. All athletes must receive proper push training procedures from a coach before using the push track.
- Any scheduling or changes in programs must be coordinated and approved through OPTC Operations.
- Appropriate clothing and shoes are required. 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 dressing.
- The program instructor/coach is responsible for the actions of their program and must be with the program at all times. Programs are expected to comply with USOPC policies. Please monitor your actions and language at all times.
- Any person(s) using recording devices or photographic equipment for commercial or promotional considerations must have written approval from the USOPC's office of Communications, and the approval from the host National Governing Body. Any attempt to utilize the facility for the unauthorized photo shoots will not be permitted.

- Animals are strictly prohibited in the dorms and on-site apart from service animals at both training centers, and all service animals must be reported upon check-in. One fish aquarium per residence room (in Colorado Springs – only buildings 8, 10, and 83) with a tank limit of 35 gallons is permitted with prior approval by OPTC Operations. Fish are the ONLY creatures permitted in the aquarium.
- All personal items held in Bldg. 10 dormitory storage (Colorado Springs) or bike storage/wax room (Lake Placid) must be properly labeled with athlete name, sport & phone contact information, as well as removed immediately upon resident check-out.
- Check-out from the dorms on day of departure is 9:00am. All belongings must be removed from your room prior to 9:00am, but you can keep your access card until after you eat breakfast. If you have an afternoon flight, you can store your belongings in the luggage room, across from the registration desk in the athlete center (Colorado Springs) or in a designated storage location, typically the Adirondack Room (Lake Placid). Ask for access to this room at the front desk. Additional charges will be incurred if rooms are not vacated before 9:00am.
- Prior to checkout, a walkthrough of every resident dorm room must be scheduled with Operations. If not, Operations will conduct a walkthrough within five business days of check out.
- 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 OPTC.
- The willful disabling of any smoke detector or tampering or interfering in any way with any fire alarm system, including causing a false fire alarm (by pulling the fire alarm handle) will result in immediate dismissal from the Olympic and Paralympic Training Center.
- Any unauthorized use of services and/or facilities at a training center could result in loss of privileges.
- Unacceptable behavior will not be tolerated, including but not limited to, the following:
  - Any act of violation of offenses, as listed in the USOPC Background Check Policy or adjudicated of federal, state, or local laws

# DISCIPLINARY REVIEW



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## Levels of Disciplinary Action

The examples listed below are not an exhaustive list. There will be an escalation of disciplinary actions based on the number of infractions. Final disciplinary action is determined by the OPTC Director.

**Warning** – An individual will receive a written documentation in the form of an email that serves as their first warning for minor infractions, including but not limited to:

- Overall messy or cluttered room that prohibits adequate cleaning.
- The possession of candles, incense, or any other type of open flame items, space heaters, electric frying pans, toaster ovens, microwaves, hotplates, portable grills, air fryers or any appliance or equipment rated above 6 amps and/or 750 watts
- Items stored in the dormitory hallways (bicycles, furniture, or other items), where they are otherwise supposed to remain clear of debris at all times
- Inappropriate storage of tactical sports equipment (e.g. firearms, ammunition, archery arrows, and bows)
- Noise disruption: Quiet hours are from 10:00 PM – 7:00 AM daily.

**Probation** – If an individual continues to display a consistent pattern of minor infractions, including but not limited to the items listed above, or is found to have engaged in more serious violations, including but not limited to the items listed below, the individual will be placed on probation, which may result in OPTC privileges, such as housing, meal access, or facility access, being revoked for a period of time.

Any physical damage to a facility or loss of items from a dormitory room (e.g., blankets, lamps, etc.) will be charged to the NGB assigned to the room in which the damage or loss occurs.

- Scanning an ID card by an unauthorized person(s) for any reason. This includes passing cards to access the dining hall and acquiring to-go meals for persons who do not have meal access.
- The presence of visitors/unregistered guests in the dormitory areas or on the premises between 11:00 PM and 7:00 AM daily. When on-site, visitors must be accompanied by the registered athlete/guest at all times.
- Any unauthorized use of services and/or facilities at a training center

\*If your disciplinary action includes revoking of housing or dining, you are entitled to a [review panel](#).

\*The NGB has the ability to discipline an athlete above and beyond any OPTC consequence.

\*\* All Athlete Safety matters will be handled in accordance with [USOPC Athlete Safety Policy](#). *USOPC | 12*

## Levels of Disciplinary Action Continued...

**Suspension** – If an individual is found to have committed any of the violations listed below, including but not limited to, the individual will be immediately asked to leave and all OPTC services will be revoked for a period of time.

- The transportation, possession or unauthorized use of alcoholic beverages or containers (empty or full) that contains alcoholic beverages on the premises.
- Tobacco in the form of cigarettes is only allowed in designated smoking areas and chewing tobacco may not be used indoors in common areas. Tobacco may be stored in dormitories.
- The presence of marijuana and marijuana paraphernalia in any form in the OPTC dormitories or facilities. This includes the use of vaping and/or e- cigarettes, which are not allowed in the dormitories or on the OPTC grounds.
- The presence, transportation, or storage of weapons, such as guns, knives, swords, etc. at the OPTC. This includes weapons for individuals who have a conceal carry permit.
- The transportation, possession or unauthorized use of illegal drugs, drug paraphernalia, and/or prohibited substances, as defined by World Anti- Doping Agency (WADA) on the premises.
- The willful disabling of any smoke detector or tampering or interfering in any way with any fire alarm system, including causing a false fire alarm (by pulling the fire alarm handle).
- Unacceptable behavior will not be tolerated, including but not limited to, the following:
  - Any act of violation of federal, state, or local laws, or a violation of USOPC policies
  - Gross misconduct
  - Willful destruction of property
- The possession of an animal (s) in the dorms and on-site apart from service animals. All service animals must be reported upon check-in. One fish aquarium per residence room (in Colorado Springs – only buildings 8, 10, and 83) with a tank limit of 35 gallons is permitted with prior approval by OPTC Operations. Fish are the ONLY creatures permitted in the aquarium.

\*\*If your disciplinary action results in suspension of all OPTC services, you are entitled to a review panel.

\*The NGB has the ability to discipline an athlete above and beyond any OPTC consequence.

\*\* All Athlete Safety matters will be handled in accordance with [USOPC Athlete Safety Policy](#). USOPC / 13

Athletes subject to any of the above consequences shall not be barred from any protected competition (as defined in the USOPC Bylaws) that takes place at the OPTC. Should a protected competition take place at the OPTC, restrictions may be placed on the athlete, such as, but not limited to, locations beyond the venue.

Should the matter fall under the jurisdiction of the U.S. Center for SafeSport or the USOPC's Security & Athlete Safety Office, the criteria above may not apply.

If the conduct of an athlete has been deemed in violation of OPTC rules, a hearing may be held in accordance with the [Dispute Resolution Procedures](#).

The [Office of the Athlete Ombuds](#)' provides cost-free, independent and confidential advice to elite athletes on all sport-related rules, policies and processes, and to assist in the resolution of athlete concerns and disputes.



**OPTC ACCESS – ENFORCEMENT PROCEDURES****SECTION 1. VIOLATION DETERMINATIONS & REMOVAL**

For matters involving an alleged violation of the OPTC Handbook, the respective OPTC Director, or their designee, has the authority to determine whether a violation occurred and the resulting sanction. The sanction will go into effect immediately unless otherwise noted.<sup>[1]</sup> Absent any timing of when the sanction will go into effect, it will be implemented immediately. The OPTC staff will provide this determination in writing to the individual.

*[1] In the event that the restriction or removal effects an athlete's opportunity to participate in a protected competition that is held at an OPTC, the sanction will not go into effect until after the athlete has been afforded with an opportunity for a hearing. OPTC sanctions may not affect an athlete's eligibility/membership status, which should be handled by the respective NGB.*

In order to support an athlete finding alternate housing, in the case of removal of any on-site long-term/resident athlete, the OPTC staff may provide up to 10 calendar days of housing prior to the athlete vacating the premises depending on the circumstances. Access to other services may be restricted during that time. If there is any threat of harm to the safety and well-being to any individual, the individual who violated the OPTC Handbook will be required to leave immediately.

**SECTION 2. INFORMAL RESOLUTION**

The respective OPTC Director, or their designees, may work with the individual to informally resolve any dispute. Any agreement to resolve the dispute through informal efforts will be documented and will be final and binding. An individual may be subject to additional consequences if they fail to comply with the informal resolution agreement.

**SECTION 3. REQUEST FOR HEARING**

In any case where it is found that an individual has violated the OPTC Handbook and they are suspended or restricted from access at an OPTC or are removed from an OPTC (and it cannot be resolved informally), the individual may request a hearing within 24 hours (expedited) or 10 days (standard) of the OPTC determination. The request for a hearing must be made in writing to the USOPC's Dispute Resolution Unit (DRU) at [dru@usopc.org](mailto:dru@usopc.org) in accordance with the [Dispute Resolution Procedures](#).

# ATHLETE SAFETY



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## USOPC ATHLETE SAFETY



The USOPC is committed to the safety and wellbeing of athletes and participants involved in the U.S. Olympic and Paralympic Movement. As part of this commitment, the USOPC's policy, prevention, and education efforts aim to create an environment free of emotional, physical and sexual misconduct and abuse, and to ensure effective and prompt action and resolution upon the occurrence of misconduct and/or abuse.

Guests of the OPTC may be deemed a 'Participant'; and therefore, under the jurisdiction of both the USOPC and the U.S. Center for SafeSport and subject to both organization's policies and procedures. The applicable policies (the USOPC Athlete Safety Policy, the USOPC Minor Athlete Abuse Prevention Policies, the USOPC's Supporting athletes with an Intellectual Impairment Policy, the USOPC's NGB Athlete Safety Policy, and the U.S. Center for SafeSport's SafeSport Code for the Olympic and Paralympic Movement) can be found on the USOPC's website found here: [Athlete Safety](#). Regardless of Participant status, all individuals are expected to refrain from engaging in Prohibited Conduct as defined in those policies.

In furtherance of those policies, the USOPC requires individuals over the age of 18 who train, reside or work at an OPTC to be compliant with the U.S. Center for SafeSport's education and training requirements and undergo a background check. Additionally, the USOPC has implemented safeguards specifically aimed at protecting minors and athletes with an intellectual impairment (II Athletes).

**SafeSport Training:** Training will be required as outlined in the USOPC Athlete Safety Policy. Questions regarding utilizing or accessing the U.S. Center for SafeSport's training portal can be directed to an Operations staff member, who will be available to provide assistance.

- If an individual arrives at the OPTC without having completed the SafeSport training requirement, they will be afforded an opportunity to complete the online training course on-site. If an individual fails to complete the online training, the individual will be denied access to the OPTC.

**Background Checks:** All individuals 18 years of age or older, prior to training, residing, or working at an OPTC, must submit to a background search conducted pursuant to USOPC Background Check Policy. The individual must have completed the background screen within the two years preceding admission to train, reside or access the OPTC. If an individual arrives at an OPTC without having completed the background check, the individual will be denied access to the OPTC.

- Any finding of "red light" offenses through a background screen, or through any other means, may result in the individual being denied admission to train, reside or access the OPTC. Such matters will be addressed pursuant to the [USOPC Training Center Access Protocol](#) located on page 20.
- Notwithstanding the above, international guests staying for less than 14 calendar days will be exempt from the background check requirement. In lieu of a background screen, the hosting organization or National Federation will be asked to certify that none of the individuals coming to the OPTC have any "red light" offenses. Further, such guests will be housed in athlete housing that is cordoned off from other guests. In the instance when an international guest cannot be cordoned off from other guests and therefore must stay amongst guests who are background checked, the international guest will therefore need to obtain a background check pursuant to the USOPC Background Check Policy.

**Minors:** To create a safe and positive environment for minors, the USOPC has implemented the following safeguards. For purposes of this section, a minor is considered any individual who has not reached the age of 18.

1. Adults are required to be familiar with and comply with the [USOPC Minor Athlete Abuse Prevention Policies](#) ("MAAPP"), which establishes clear requirements for interactions between Adult Participants and Minor Athletes.
2. In addition to complying with the MAAPP, and for the purposes of providing additional guidance, an adult shall not enter the room of a minor, unless accompanied by another adult. In situations where an adult is supervising a minor overnight, the adult should not enter the minor's room, private restroom facility, or similar area unless accompanied by another adult. If room checks are conducted, the door to the room must remain open during the check.
3. An adult shall not encourage, advise, or cause any minor to violate the OPTC Code of Conduct, other USOPC rules and regulations, or applicable law.

### **Athletes classified with an Intellectual Impairment in a Paralympic Sport (II Athletes)**

1. Adults are required to be familiar with and comply with the [Supporting Athletes with an Intellectual Impairment Policy](#) to include the preventative policies for one-on-one interactions and mandatory reporting requirements outlined in Section 4.
2. All rooming arrangements for II Athletes must follow the criteria in the USOPC's [Supporting Athletes with an Intellectual Impairment Policy](#) to include vetting those arrangements through the USOPC Office of Athlete Safety.
3. The NGB/HPMO must notify the OPTC Operations staff of any II Athletes who will be attending a camp/program at the OPTC, prior to their arrival.

## USOPC Training Center Access Protocol

### **Introduction**

At times, issues arise concerning who should have access to an OPTC. In this regard, the USOPC endeavors to:

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

The USOPC may refuse access at any time to an individual in accordance with this Training Center Access Protocol (Protocol).

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

### **Duty to Disclose/Background Check**

An NGB, in submitting a proposal to have an individual reside, train, or compete at an OPTC, shall disclose to the USOPC any information in its possession pertaining to such individual if he or she:

(a) has been convicted of, received a deferred sentence for, pled guilty or no contest to, or who has pending charges against them regarding:

1. Any felony; and
2. Any misdemeanor involving:
  - a) All sexual crimes, criminal offenses of a sexual nature to include but not limited to: rape, child molestation, sexual battery, lewd conduct, possession and distribution of child pornography, possession and distribution of obscene material, prostitution, indecent exposure, public indecency, and any sex offender registrant;

## 2. Any misdemeanor involving:

- a) Any drug related offenses;
- b) Harm to a minor (including, but not limited to, offenses such as child abandonment, child endangerment, neglect, or abuse, providing alcohol to an underage person/minor, and DUI with a minor);
- c) Violence against a person, force, or threat of force (including crimes involving deadly weapons and domestic violence);
- d) Stalking, harassment, blackmail, violation of a protection order, and/or threats;
- e) Destruction of property, including arson, vandalism, and criminal mischief;
- f) Animal abuse or neglect.

(b) has a safety plan, temporary measures, and/or sanctions in place against him or her (including a description of what those temporary measures are) as determined either by the individual's NGB or the U.S. Center for SafeSport as it relates to a finding and/or allegation of a violation of the SafeSport Code, and/or is currently under investigation by the U.S. Center for SafeSport for an allegation of sexual misconduct regardless of whether temporary measures or a safety plan are in place.

In submitting its proposal, the NGB shall certify that it has disclosed any known conviction, activity, temporary measure, or sanction as enumerated above. Disclosure of any such conviction, activity, temporary measure, or sanction should occur at least six weeks before the program check-in date at an OPTC 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 at an OPTC shall fill out a Disclosure Form describing any conviction, activity, temporary measures or sanction enumerated above. Also, if an individual is arrested, charged, or convicted of any illegal or criminal activity described above or if temporary measures or sanctions are implemented against the individual after obtaining access to an OPTC, the individual is obligated to inform the Director of the OPTC within 24 hours of such arrest, charge, or implementation of temporary measures or sanctions.

The USOPC, upon learning of conduct or activity as enumerated above, may refuse to allow access to that individual at the time of check-in in accordance with the Hearing Procedures outlined below. 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 USOPC and any such disclosure failure by the athlete may affect the athlete's future access to an OPTC.

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

## **USOPC Request for Review**

On receipt of a disclosure made pursuant to this Protocol, or if the USOPC by any other means knows, or has reason to believe, that an individual may have engaged in conduct or activity enumerated in [Section 1 or 2 above](#), OPTC Operations shall notify the USOPC Dispute Resolution Unit at [DRU@usopc.org](mailto:DRU@usopc.org) and the request for review will be pursuant to the Dispute Resolution Procedures.

## **Temporary Measures and/or Sanctions**

Temporary measures and/or sanctions related to an athlete safety matter will be handled in accordance with the USOPC's Athlete Safety Policy and the U.S. Center for SafeSport's SafeSport Code.

Any individual with a temporary measure or sanction issued by the Center, an NGB, or the USOPC that prohibits participation in sport (i.e., suspension or ineligibility) will not be permitted to reside or train at the OPTC. Should an individual already residing or training at the OPTC be rendered ineligible to participate in sport, their access and residential privileges will be promptly removed.

Individuals under investigation for sexual misconduct are not permitted to reside or access the residential areas of the OPTC. Non-residential facility use will be evaluated on a case-by-case basis.

Residential privileges for individuals currently serving a sanction of probation for a violation involving sexual misconduct will be evaluated on a case-by-case basis.

Residential and training privileges related to all other athlete safety allegations, temporary measures, or sanctions will be evaluated on a case-by-case basis by the USOPC Office of Athlete Safety. Access to the OPTC will be evaluated based on the information available at the time, and the potential risk to other users of the facility as well as the Respondent. The USOPC reserves the right to implement additional temporary measures or safety plans which could include but are not limited to removal of residential privileges, required chaperone for training, a set schedule for OPTC access, etc.

All costs and logistical requirements related to removal from the OPTC to include off-site housing, meals, and transportation, or any additional safety requirements such as chaperoning will be the responsibility of the NGB and/or the individual. Notification to the individual being removed and/or being issued a safety plan or temporary measures will be coordinated with the NGB and USOPC staff.

# POLICIES AND PROCEDURES



U.S. Olympic & Paralympic  
**TRAINING CENTER**



**GUEST POLICY**

- Overnight guests are strictly prohibited.
- When on-site, guests must be accompanied by their authorized host at all time.
- Guests are prohibited in the dormitory areas or on the premises between 11:00 PM and 7:00 AM daily.
- No guests are permitted to train within the OPTC without prior approval.
- \*See [Appendix A](#) for On-Site Chaperone Handbook

**COLORADO SPRINGS**

- For all participants and staff staying onsite at the CSOPTC, an email notification is required to be sent to [OPTCSecurity@usopc.org](mailto:OPTCSecurity@usopc.org), to include your name and mobile number, name of the guest(s), date, and time of their arrival.
- Upon arrival, the guest(s) must register at the Union Entry Checkpoint (ECP), provide an identification to be temporarily held, and their mobile telephone number.
- Upon departure, the guest(s) must checkout and the Union ECP and retrieve their identification.

**LAKE PLACID**

- For the LPOPTC, all guests are required to be registered at the Front Desk.
- Only registered guests and those who have purchased meal tickets at the Front Desk are permitted in the Dining Hall.

**MINOR POLICY**

- No one under 12 years of age shall be allowed to reside as an onsite guest at the OPTC.
- Guests of a minor (other than the designated parent/legal guardian) are restricted to visitation in the following areas:
  - Lake Placid – Front Desk Lobby only
  - Colorado Springs – Athlete Center Lobby only
- Required adult staff to minor athlete ratio staying on-site is as follows:
  - 12 years – 13 years old = 1 adult per 12 children
  - 14 years + = 1 adult per 20 children
- \*At the discretion of the OPTC, higher or lower ratios may be advisable depending on the age of the participants and the nature of the activity.
- An adult staff member must be housed on the same floor (or in the same building, if the floor is not available) as the program's minors.

**ROOM ASSIGNMENTS**

- The USOPC will not assign individuals of different gender to the same room unless the individuals are (i) a parent/legal guardian and the child of the parent/guardian or (ii) married.
- Gender neutral rooms will be made available upon request.



## **INFANT/TODDLER/CHILD POLICY**

To better support our Team USA athletes who train at the Olympic & Paralympic Training Centers and have become a parent, the following items are intended to support our parent-athletes:



### **Definition of “Caregiver”**

- An individual whose sole purpose is to provide direct care during the time that an infant/toddler/child is at the training center.
- This individual must be 18 years of age or older.
- This individual must not be actively engaging in a training session.
- To ensure the safety of our athlete population, Caretakers will need to complete the following:
  1. Background Check and Safesport training through the respective NGB of the parent-athlete.
  2. OPTC paperwork, emailed to Caregiver by OPTC Operations once Caregiver is identified by the respective NGB.
- Process of confirming a Caregiver:
  1. The NGB facilitates all access requirements for Caregivers and infant/toddler/child guests with OPTC Operations.
  2. The NGB informs OPTC Operations of any Caregiver and infant/toddler/child that needs access.
  3. The NGB adds Caretaker to the program roster.
  4. The infant/toddler/child may not access Sports Medicine or recovery services except for cases of medical emergency.
- Caregivers can purchase meals onsite for \$10/meal.

### **Applicable to All Infant/Toddler/Child Guests**

- To prevent disruption at night for athletes recovering, all individuals 11 and under may visit during the hours of 7:00 am – 9:00 pm but are prohibited from staying overnight at the OPTCs.
- The parent-athlete is responsible for checking in and checking out both the Caretaker and the infant/toddler/child when onsite at the training center.

### **Infant: 0-24 months**

- The OPTC will provide a lactation/feeding room on-site for athletes to utilize while training. We will make this room easily accessible and in a private area and at no cost to the athlete. Please see the OPTC front desk for instructions.
- A Caretaker may bring an infant on-site, but we ask that the Caretaker & infant respect the nature of our facility. Any infant, 0-24 months (2 years) of age, will have NO access to training venues when athletes are in training.
- Within the common spaces of the training center, the Caretaker must attend to the infant at all times.
- Dining access for infants is at no charge.

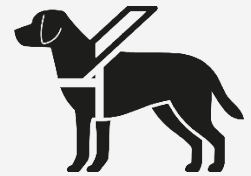
### **Toddler: 2-4 years old**

- The Caretaker and toddler of the parent-athlete are to be outside of training spaces, and are therefore, welcome to be within common spaces of the training center. Should it be necessary for the Caretaker and toddler to be in the same training space as the parent-athlete, it is the responsibility of the Caretaker to be within arm's length of the toddler to ensure that the toddler does not interfere with any training.
- Dining access for toddlers is at no charge.

### **Child: 5-11 years old**

- The Caretaker and child of the parent-athlete are to be outside of training spaces, and are therefore, welcome to be within common spaces of the training center. Should it be necessary for the Caretaker and child to be in the same training space as the parent-athlete, it is the responsibility of the Caretaker to be within arm's length of the child to ensure that the child does not interfere with any training.
- Dining access for visiting children can be purchased onsite for \$5/meal.

## SERVICE & THERAPY ANIMAL POLICY



### Overview:

The United States Olympic & Paralympic Committee (USOPC) is committed to supporting the health and wellness of Team USA athletes and other constituents. The USOPC takes pride in allowing Service & Therapy Animals (as those terms are defined below) on its properties in accordance with applicable laws and understands the positive impact they have for athletes and staff. While the USOPC supports Service & Therapy animals generally, this policy lists definitions and outlines a list of handler obligations that must be adhered to for individuals accessing USOPC Facilities (as that term is defined below) with a Service or Therapy animal.

### I. Definitions

***Animal-Assisted Activity:*** This term refers to animal-assisted activities that provide opportunities for motivational, educational, and/or recreational benefits to individuals in different environments. The term Animal-Assisted Activity does not typically include specific treatment goals, handlers and treatment providers are not required to take notes or record results of the visit, and visit content is typically spontaneous.

***Animal-Assisted Therapy:*** This type of animal interaction is delivered and/or directed by a health care or human services provider in a therapeutic setting in which there may be individualized plans or goals where progress is measured. Examples include physical and occupational as well as psychological services.

***Emotional Support Animals:*** Emotional support animals are companion animals who provide comfort to their owners.

***Service Animals:*** A service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

***Therapy Animals:*** Therapy animals provide therapeutic comfort to many people in both structured and informal settings. For purposes of this policy, therapy animals include only dogs and cats. Further, to be deemed a therapy animal under this policy, the therapy animal must volunteer with their handler through a professional organization that trains handlers and assesses animals to determine their suitability for therapy work.

***USOPC Facility:*** An Olympic & Paralympic Training Center ("OPTC") or any other facility that the USOPC owns and/or operates, such as the Colorado Springs Velodrome or the Sports Medicine Clinic at the Chula Vista Elite Athlete Training Center (referred to collectively as "USOPC Facilities").

## **SERVICE & THERAPY ANIMAL POLICY**

### **II. Access**

Only Service Animals and Therapy Animals may access USOPC Facilities. However, Therapy Animals are only permitted to access USOPC Facilities in cases where the USOPC has specifically contracted, or otherwise made specific arrangements, with the owner/handler for the Therapy Animal's services. The ability for Therapy Animals to access USOPC Facilities is within the sole discretion of the USOPC. All other animals, including Emotional Support Animals, are not permitted to access USOPC Facilities.

### **III. Service & Therapy Animal Admittance Requirements & Access**

#### **A. Purpose**

As noted above in the definitions section, Service Animals are trained to do work or perform tasks specifically to help someone with a disability. Therapy Animals provide therapeutic support to a wide variety of people in different settings and are not entitled to enter USOPC Facilities unless invited to do so. Therapy Animals may be used for Animal-Assisted Therapy, and Therapy Animals may also engage in Animal-Assisted Activity such as visiting camps, individual athletes, and USOPC employees.

#### **B. Facilities Access**

Therapy Animals may access all areas of USOPC Facilities except dining facilities and any other food preparation areas. Therapy Animals may be asked to leave during practice or training sessions, or other situations where it may be unsafe for the Therapy Animal and the handler and/or athletes or staff. Service Animals may accompany their handler in all areas of USOPC Facilities. Service Animals and their handlers who are on-site users are not guaranteed a single occupancy room, however, a request for one may be made with OPTC Staff. Services Animals and their handlers who are resident-athletes will be assigned a roommate unless there are extenuating circumstances, and approval is given by OPTC staff. This section does not supersede any other policies included in this Handbook regarding room accommodations

#### **C. Qualifications**

Service Animals must be trained to perform work or tasks to assist someone with a disability. Therapy Animals must volunteer through an organization that specializes in assessing the animals' temperament and trains handlers. Therapy Animals and their handlers must have liability insurance through the organization with which they volunteer and must present proof that they are currently in good standing with the organization, *e.g.*, a membership card or letter from the organization.

## SERVICE & THERAPY ANIMAL POLICY

### IV. Service & Therapy Animal Handler Responsibilities

All Service and Therapy Animal handlers have a responsibility to care for their animals and abide by the following general rules:

- Handlers are solely responsible for the care and supervision of their Service or Therapy Animal. Handlers must provide their Service or Therapy Animal with food, water, and other necessary care. Under no circumstances are USOPC staff or volunteers obligated to provide any care or supervision to a Service or Therapy Animal.
- Handlers must ensure their Service or Therapy Animal is immunized in accordance with applicable health and safety codes and must provide up-to-date veterinary records upon request.
- Handlers must be in full control of their Service or Therapy Animal. This means that Therapy Animals must be leashed, harnessed, or tethered at all times. Service Animals must be leashed, harnessed, or tethered at all times, *unless*:
  - the device interferes with the work or task the Service Animal was trained to perform, or
  - the handler's disability prevents the use of the device.In such cases, the handler must maintain control of the Service Animal through voice, signal, or other effective controls.
- Service Animals staying with their handlers who are on site users are not permitted on the furniture.
- At no time may a Therapy Animal be left unsupervised.
- In general, Service Animals should not be left unsupervised, and this includes leaving the Service Animal in the handler's room if the handler is not present. However, there may be instances in which this cannot be avoided. Therefore, in such cases, USOPC staff may work with the handler to allow the Service Animal to stay in the room or make alternative arrangements
- Handlers must clean up after their Service or Therapy Animal at all times, including sanitary disposal of animal waste.
- Handlers must exercise due care and diligence in using their Service or Therapy Animal. Service and Therapy Animals must display behaviors appropriate to the environment (i.e., house-trained) and may not engage in disruptive behavior or other behaviors that endanger the health or safety of others (including other Service or Therapy Animals).
- Handlers are responsible for any damage (property or otherwise) caused by their Service or Therapy Animal.
- In the event of an incident involving your Service or Therapy Animal, you may be required to provide information to the USOPC about your animal, including, but not limited to, proof of vaccination, information about the animal's credentials, registrations, or training completed, information about the animal's breed, and/or information about the services the animal is trained to perform.

## **SERVICE & THERAPY ANIMAL POLICY**

### **V. Toileting and Play**

Several USOPC Facilities have designated toileting and play areas for Service and Therapy Animals. Handlers should use these designated areas when reasonably possible. Note that the USOPC may change the location of these areas from time to time and, in such cases, will inform handlers of the new toilet and/or play areas.

- **Lake Placid OPTC** – Open grass area outside end of housing building, Node E
- **Colorado Springs OPTC** – Westside of building 8 dormitories in the large grassy area
- **Colorado Springs Velodrome** – Northwest of the main airlock in grassy area to the left before entering the Velodrome

In circumstances where using the designated area is not reasonably possible, handlers must make reasonable efforts to ensure their Service or Therapy Animal does not disturb any training or other activities taking place at the OPTC when it is "off-duty".

### **VI. Removal**

Handlers may be asked to remove their Service or Therapy Animal immediately from the premises if it is uncontrollable and handlers do not take effective action to control it. Handlers may also be asked to remove their Service or Therapy Animal if it is not housebroken. If a Service Animal is removed, Handlers will still have the opportunity to access USOPC Facilities and services without their Service Animal. If a Therapy Animal is removed, the USOPC will determine whether the handler may still access USOPC Facilities and such determination is within the sole discretion of the USOPC.

### **VII. Questions**

Please direct questions concerning Therapy Animals to Sports Medicine at [sports.medicine@usopc.org](mailto:sports.medicine@usopc.org) or (719) 866-4554.

Please direct questions concerning Service Animals at any Colorado Springs properties to Jenny Sternecker at [jenny.sternecker@usopc.org](mailto:jenny.sternecker@usopc.org) or (719) 866-4543.

Please direct questions concerning Service Animals at the Lake Placid OPTC to Julie Marra at [Julie.Marra@usopc.org](mailto:Julie.Marra@usopc.org) or (518) 523-8422.



## HOVER BOARD, BICYCLE, ROLLER-SKATES/BLADES, AND SKATEBOARD POLICY

In an effort to keep athletes, employees and visitors out of harm's way, the following policy regarding the use of hover boards, bicycles, in-line skates, roller skates, roller-skis, similar wheeled devices and scooters (skates) and skateboards has been established for the Olympic and Paralympic Training Center.

Due to safety and property damage concerns the use of hover boards is not permitted on the Olympic and Paralympic Training Center.

- This is due to the high risk of fire associated with them while charging. If you are found to have a hover board on-site, USOPC staff will remove it from your possession.

The use of bicycles, skates, and skateboards is permitted on much of the Olympic and Paralympic Training Center with exceptions. Bicycling, skating, and skateboarding will not be permitted on:

- the Olympic Path (with the exception of East/West corridors) or on the sidewalk area in front of the visitor center (Colorado Springs);
- the sidewalk or area in front of the main entrance (Lake Placid);
- ramps, platforms, or loading docks immediately adjacent to doors of buildings or within 15 feet of doors and entryways;
- exterior or interior stairs;
- within the interior of buildings;
- benches, tables, bicycle racks, railings, ledges, or landscape structures;
- all other permanent and/or constructed fixtures;
- any area where a sign, or other written notification, has been posted to indicate that skating is not permitted.
- The use of a bicycle, skates, or skateboards on the Olympic and Paralympic Training Center is a privilege that is granted with certain rules and responsibilities.
  - **Acrobatic or reckless bicycling, skating, or boarding is always a violation of complex policy.**
  - All persons using bicycles, skates, or boards shall use them in a reasonable and prudent manner, having due regard to traffic, pedestrians' rights, surface of the roadway, the hazard at intersections, and any other condition then existing.
  - Bicyclists, skaters, and skateboarders shall yield the right-of-way to pedestrians and disabled persons.
  - Bicycles, skates, and skateboards must be operated in a safe manner, in accordance with applicable state laws and city ordinances. Users shall maintain a safe speed, not to exceed 10 MPH unless otherwise posted and shall obey all traffic and parking signs.

- Bicyclists or skaters involved in collisions shall render aid as appropriate and call Security for assistance. All involved individuals shall remain at the collision site until released by the attending officer. When a collision results in an injury or property damage, the individuals involved must submit a written accident report to Security.
- Bicycle parking is limited to bike racks and other designated areas. Parking a bicycle in any other area (i.e., building lobbies, stairwells, porches, trees, bushes, fences, access ramps, etc.) is prohibited.
- Bicycles locked to or left on or in an access ramp, stairwell, hallway, fire lane or anywhere that may obstruct pedestrian, or emergency access are subject to confiscation by Security, FMD, or Operations.

## TRANSPORTATION RESERVATION POLICY

### COLORADO SPRINGS

Requests for Colorado Springs airport shuttles should be submitted as follows:

- Individual Request must be made a minimum of 72 hours in advance
- Camp Request must be made a minimum of 10 days in advance
- Request should include date, airline, flight number, time, and traveling with special equipment (bikes, firearms, wheelchairs)
- Shuttles Run are scheduled between 4:30am-10:30pm and will run accordingly to pre-arranged arrivals and departures.
- OPTC participants utilizing shuttle service must be present 10 minutes prior to scheduled departure.
- Sign up for airport shuttles at the front desk or through your program coordinator
- For those departing on a weekend or a Monday, all requests should be submitted by noon on Thursday.
- DIA (Denver) shuttles are only available under special circumstances and must be for 5 or more passengers. Contact Operations for consideration.
- Special Event shuttle requests must be submitted 10 days prior to need.

### TRANSPORTATION

- If a flight is cancelled or delayed the passenger should notify the OPTC by calling the front desk number: 719-866-4444
- If a participant requests a shuttle (must be made at least 72 hours prior) and is not present at the time of the scheduled pick-up or drop-off (no-show), the participant may lose future transportation privileges. These privileges may be reinstated at the discretion of the OPTC.

### LAKE PLACID

- All Transportation requests should be sent to the LP Operations Team by the NGB Program Director AT LEAST 10 business days prior to the arrival/departure date. Shuttles are NOT guaranteed for any requests that are received less than one week in advance.
- Transportation Requests should include:
  - Date, airport location, inbound/outbound, flight time, airline and flight #, and traveling with special equipment (bikes, firearms, wheelchairs)



# SAFETY PROCEDURES



U.S. Olympic & Paralympic  
**TRAINING CENTER**

It is important to follow the directions of the USOPC staff whenever there is an emergency.

## SAFETY & SECURITY INFORMATION

### EMERGENCY SERVICES:

- For fire, medical, or any emergency, dial 9-1-1.
- If 9-1-1 is called, also notify the security officers in the Union Entry Checkpoint at (719) 866-4570 (Colorado Springs) or the OPTC Staff/Security at (518) 523-2600 (Lake Placid). If medical, security officers will call Medical On- Call COS: (719) 330-2442 or LP: (518) 572-3652
- Inform of the type of emergency, location, those affected, and your name and contact information

### GENERAL INFORMATION:

- For security officer assistance or inquires contact the Union Entry Check Point at (719) 866-4570 (Colorado Springs) or (518) 523-2600 (Lake Placid) – 24/7 For guests, visitors, and deliveries notify the Union Entry Checkpoint or send an email to [OPTCSecurity@USOPC.org](mailto:OPTCSecurity@USOPC.org) (Colorado Springs) or notify the Front Desk (Lake Placid)
- All food deliveries, taxis, Uber, etc., are to be met at the main entrance of the Athlete Center (Colorado Springs) or the main entrance (Lake Placid)
- For everyone's safety, abide by posted speed limits and signage
- Do not ride bicycles or drive vehicles on the Olympic Pathway (Colorado Springs) or on sidewalks and in pedestrian areas

### VALUABLES AND OTHER ITEMS:

- Secure valuables
- Do not leave items unattended in public areas
- Do not leave your residence hall room door open

## CARD ISSUE ACCESS



- Display your access card whenever possible
- When entering buildings, do not allow others to follow or enter unless they have an access card visible
- Assist/inquire of others that appear out of place or lost – Or contact security officers
- If your access card is lost or stolen immediately notify OPTC Operations and the security officers
- Participants are not permitted to enter areas that their access card does not grant access to unless authorized or accompanied by USOPC personnel

## VEHICLE PARKING



- Park in designated areas only. In order to use the disabled parking, you must have a valid disabled-parking privilege card assigned to you in your vehicle.
- If leaving your vehicle at the OPTC while traveling, park your vehicle in Southeast Parking Lot and leave your keys with Athlete Life & Programs team (Colorado Springs).
- Violations of parking rules may result in the suspension of parking privileges.

## LAKE PLACID

- Vehicles may only be left at the training center during extended time away if an individual is currently checked into a program (i.e., resident program; monthly housing). Please leave an extra set of car keys at the front desk in case vehicles need to be moved for snow removal, alarm issues, etc. Vehicles may be moved by OPTC staff to a designated offsite location for duration of time away to ensure parking space is available for other programs.
- OPTC vans should be parked in the rear kitchen lot in the designated "OPTC Fleet" spots, van keys must be returned each evening to front desk (Lake Placid) unless otherwise instructed.

## SAFETY AND SECURITY OFF COMPLEX

- Always be alert and aware of your surroundings
- Remain in public, reputable, and well-lit areas and stay out of questionable areas and establishments
- Do not draw attention to yourself, i.e., expensive jewelry, electronics, etc.
- Buddy System – Don't go out alone or go in groups
- Always let someone know where you are going and when you will return
- Regularly account for team members
- Use prearranged transportation and do not use unlicensed taxis
- Do not open unidentified or suspicious letters and packages
- Use ATMs in reputable and safe locations, i.e., banks, OPTC, etc., and check if anyone is watching

## FIRE SAFETY PROCEDURES



If you require assistance and cannot exit the building because of fire, stay where you are, call Security at 719-866-4570 (Colorado Springs) or 518-523-2600 (Lake Placid) and give them your location, or move to a safe area with assigned assistants. The Fire Department will assist with your evacuation.

**In a multi-story building, do not use the elevator or try to move a person in a wheelchair down the stairs.**

### 1. Alarms and Evacuation Procedures

- When a fire alarm sounds athletes will:
  - Close dorm room doors and any doors behind you.
  - Exit building and report to the designated safe area.
  - Wait until the ALL CLEAR from the Fire Department, USOPC Security, and USOPC Facility Management Division is given before returning to the building.

2. If there is a fire within the building and the alarm has not sounded, the person finding the fire should:

- Close any doors to the fire areas.
- Pull the nearest manual fire alarm box or call Security at 719-866-4570 (Colorado Springs) or 518-523-2600 (Lake Placid) from another location.
- Exit the building and report to the designated safe area.
- Contact Security at 719-866-4570 (Colorado Springs) or 518-523-2600 (Lake Placid).

## 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 and Paralympic Training Center.

## FIRE DRILLS

Fire drills will be held periodically. All residence hall and building occupants are required to participate. Fire alarm drills will not be announced in advance.

**Deliberately ignoring a fire drill or alarm is a violation of the USOPTC Fire and Safety Code and will result in appropriate disciplinary action, up to, and including, dismissal from the US Olympic and Paralympic Training Center.**

**SEVERE WEATHER**



The Colorado Springs and Lake Placid areas are often subjected to sudden and sometimes violent changing weather conditions. In the case of severe weather, USOPC staff members will be on-hand to advise athletes of the proper safety procedures.

If you are in a dorm during a warning, you will be directed to go to the first floor, center hallway of your building. If you are not in your dorm, please consult the "Shelter Areas" portion in this section. Please stay in a safe area until you are cleared to leave.

**SHELTER AREAS**

**COLORADO SPRINGS**

Bldg 83, 85, 87 and FMD	First Floor Hallway of Bldg
Visitor's Center, Bldg 1	First Floor
Visitor's Center, Bldg 2	Basement Storage Areas
Sports Center I, Bldg 2	Basement Storage Areas
USA Shooting Center, Bldg 3	Bldg 3 Basement
Aquatics Center, Bldg 6	Lower-level, back room
Sports Center II, Bldg 2	Lower-level Wrestling room
Bldg 9, Lobby/Front Desk, Dining Hall	Basement of Bldg 8 and 10
Outdoor Pool, Bldg 81	Bathrooms of Bldg 81
Bldg 8 and 10	Basement of Bldg 8 and 10

**LAKE PLACID**

Lobby/Front Desk	Visitor's Museum
Sports Medicine & Recovery	Interior Offices & Restroom
Strength & Conditioning	Shipping & Receiving/Maintenance Area
Front Weight Room	Interior Offices & Weight Facility Room
Gym	Shipping & Receiving/Maintenance Area
Dining Hall	Shipping & Receiving/Maintenance Area
Housing Dorms	Interior Stairs & Lounges
Adirondack Room	Interior Offices, Restrooms or Sports Medicine
Bobsled Start Track	Interior Rooms
BOB/SKE/BIA SCAT Room	Interior Offices & Restrooms

**SERVICES  
AVAILABLE TO  
INDIVIDUALS  
RESIDING ON  
CAMPUS**



U.S. Olympic & Paralympic  
**TRAINING CENTER**

## FRONT DESK REGISTRATION

- Airport shuttles between the airport and the OPTC are available upon request. See [Transportation Reservation Policy](#) on page 32.
- Lost and Found
- Game equipment check out, including but not limited to (an annual waiver must be signed prior to check-out):
  - Basketballs, volleyballs, and other sporting equipment
  - Billiards (Colorado Springs)
  - Ping pong set
  - Board Games/Cards
- Furniture/room maintenance
- Calls for Taxi service
- ***Notification of Travel*** –If you are leaving the training center for an extended period of time, whether for competition season or personal, please notify the Front Desk of your intended check-in and check-out dates.

## OPERATIONS - FURNITURE IN ROOMS

- Do not place furniture in the halls.
- Athletes may be charged for any furniture that is missing from the room, including furniture in the halls.
- Facilities staff will only remove beds or TVs from a resident athlete room, not a short-term participants room. If a resident would like to bring their own bed, it must be elevated off the floor with a metal frame.
- If you need furniture removed, please contact your dorm supervisor or the front desk at 719-866-4444 (Colorado Springs) or 518-523-2600 (Lake Placid)
- Room Changes: Unauthorized room changes are not permitted. To request a room change, please contact the front desk (Colorado Springs) or your coach/NGB Administrator (Lake Placid).
- Each dorm room is equipped with standard furniture. Please contact the Athlete Life & Programs team for a detailed list of items in your designated room.



## HOUSEKEEPING

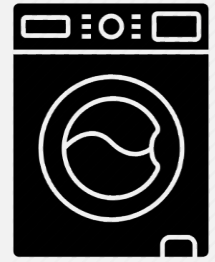
## COLORADO SPRINGS

- A detailed cleaning schedule can be found on the back of each dorm room door.
- Full Clean (FC) includes vacuum, dust and wipe surfaces, clean restrooms/sink, empty trash, refresh towels, bed linens and make bed.
- Trash and Towel (T&T) includes emptying trash and replacing towels.
- [Residents](#) are responsible for cleaning personal bed linens.

## LAKE PLACID

- Resident/Long-term athlete rooms: Serviced on *Tuesdays*
- Trash receptacles are located in the hallways for your use.
- If bed linens and/or towels are needed during the week, please see Housekeeping or come to the front desk during operating hours
- DO NOT keep your windows open while the AC is on.
- Maintenance of personal sporting equipment in rooms is prohibited.
- [Residents](#) are responsible to vacuum the floors. Vacuums are located in both 1st and 2<sup>nd</sup> floor athlete laundry rooms.
- For stays of 4 nights or longer, we will provide a bathroom refresh and trash removal during your stay.

## LAUNDRY



Laundry facilities are available to onsite athletes. Cost of the facilities is free to those living onsite. Onsite athletes are responsible for their own detergent.

Residents caught allowing non-registered guests utilizing laundry facilities will be subject to penalty under the Code of the Conduct.

- Laundry etiquette: Do not remove someone else's wet clothes from the washer or dryer before the cycle is complete.
- Clothing must be removed from washer/dryer promptly after cycle is complete.
- Shoes are not permitted in the machines.
- **There are NO laundry services for Off-Site Residents** (\*limited hours for Lake Placid Off-site Residents), **Off-Site Users, or Facility Users.**

## COLORADO SPRINGS

- Laundry rooms are available in all buildings
  - Basement of Buildings 8 and 10
  - Second floor of Building 83
  - First floor of Building 85.
- Dorm towels are intended for dorm use **only** and should **not** be taken to training venues. Towels will be provided in all locker rooms for training purposes.

## LAKE PLACID

- Laundry rooms are available on the first and second floors of the dorms.
- Hours of Operation: 7:00AM-10:00PM
- Single packets of detergent available for purchase at \$0.75 in the laundry room. You can exchange dollars for quarters at the Front Desk.

## STORAGE

All athletes living at the Training Centers long term have access to storage. All stored items must be properly labeled with athlete name, sport, and phone contact info. All items must be removed once an athlete moves from the OPTCs.

### COLORADO SPRINGS

- Athletes may utilize storage cages in the basement of building 10 to hold personal items that do not fit in their rooms for the duration of their stay. Please contact Jack Felt ([Jack.Felt@usopc.org](mailto:Jack.Felt@usopc.org)) to reserve space.
- If a bike rack is unavailable for a dorm room, all bikes must be kept in storage. Bike storage can be found in the basement of building 10 and the middle of building 83.

### LAKE PLACID

- Only bicycle storage is available in Dorm Node C on the first floor of the dorms. Please contact the front desk for access.
- All other requests for storage must go through OPTC Operations and Facilities.
- There are NO storage services for Off-site Residents, Off-site Athletes, or Facility Users.

## MAIL

## COLORADO SPRINGS

- Your mailing address while at the COSOPTC is as follows:  
(Your Name) – Resident Athlete  
1 Olympic Plaza  
Colorado Springs, CO 80909
- Mail is delivered to the Mail Room once per day.
- Be sure to register with the Mail Room for all mailbox and shipping services.
- Mailboxes are reserved for those residing at the CSOPTC for 3 months or longer

## LAKE PLACID

- Your mailing address while at the LPOPTC is as follows:  
(Your Name) – Resident Athlete  
196 Old Military Rd, Rm (your room #)  
Lake Placid, NY 12946
- Mail is delivered to the Front Desk once per day with the exception of Sundays and holidays.
- You are responsible for keeping track of your packages and checking on the arrival status at the front desk. The OPTC Operations staff is not responsible for tracking you down for mail or packages.
- Only residential mail is permitted to use the LPOPTC address, all commercial mail must be sent to a PO Box.
- Pay extra attention when expecting perishable or time-sensitive materials.

## WIRELESS



- Wireless internet is available in all resident housing areas on campus.
- Network: **GOLDNET**
- Password access is: **RalphRose1908**

Residents should contact the Front Desk immediately if any problems with the wireless service arise.

## LOUNGES

### COLORADO SPRINGS

- Recreational lounges can be accessed via your I.D. card on the second floor of Building 9 nearest the front desk, and for those residing in Building 83 (third floor) and Building 85 (all floors).

### LAKE PLACID

- Recreational lounges can be accessed via your I.D. card throughout the dorms. Access must be requested with the Front Desk.

## CABLE SERVICES

Residents receive free cable service as contracted through Xfinity by Comcast. If there are issues with the general service connection, problems should be reported to the Front Desk immediately.

### COLORADO SPRINGS

- Channel guides to over 50 channels (2-60) including two internal-complex channels are available at the Front Desk.

### LAP SWIM (*Colorado Springs ONLY*)



When time permits, the Aquatics staff allows program participants to use the indoor and outdoor pools for lap swim. Those hours are posted on the bulletin boards and Front Desk weekly.

# COMMUNITY LIVING STANDARDS



U.S. Olympic & Paralympic  
**TRAINING CENTER**

## DORM CHECK PROTOCOL



In order to maintain the health of the OPTC community, as well as the quality of living facilities at the training center, dormitory checks will be conducted on a regular basis by OPTC staff. If an athlete's living quarters are found to be unsanitary, damaged, or containing illegal paraphernalia as noted in the Code of the Conduct, disciplinary action will be taken. It is the expectation of the OPTC that dorm rooms are kept in a reasonable living condition to include but not limited to:

- Dirty dishes may not be left in the room
- The floor should be clear of clothes and other items to allow housekeeping to vacuum and to enable OPTC staff easy visibility when performing room and maintenance checks
- Linens and clothes should be laundered on a regular basis by the resident
- Food items should be properly stored in containers to help avoid attracting insects, birds, and/or vermin
- Over-the-door mirrors, towel bars or other organizing systems should not be put over the dorm room doors, as they cause the locking mechanism to not function properly.



\*The OPTC is not responsible for lost or damage to the personal property of athletes, coaches, guests or residents on site. USOPC Risk Management recommends the purchase of tenant insurance by individuals residing on site.

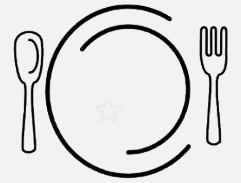


# DINING SERVICES



U.S. Olympic & Paralympic  
**TRAINING CENTER**

## DINING HOURS OF OPERATION 7 DAYS A WEEK



### COLORADO SPRINGS

7:00 AM – 10:30AM Hot breakfast

11:00 AM – 1:30 PM Lunch

2:00 PM – 4:00 PM Snack

4:30 PM – 8:00PM Dinner

*Soup, salad & sandwich bar is available along with pasta bar, grill station, desserts during mealtimes*

### LAKE PLACID

7:00 AM-10:00 AM Hot breakfast

11:30 AM-1:30 PM Lunch

*Soup, salad & sandwich bar will be unavailable during dining hall renovation – will reopen for lunch & dinner hours after renovation is complete.*

**The Dining Hall is closed from 4:00 PM – 5:00 PM daily for cleaning.**

5:00 PM-8:00PM Dinner

9:00 PM Dining Hall Close

### DINING HALL GUIDELINES

- Athletes must be fully dressed and wearing shoes to enter the dining hall. Items of clothing with offensive or profane marks are not tolerated.
- Athletes are expected to bus their own tables. Please take your dishes to the tray area in the northwest - B8 side of the dining hall (Colorado Springs) or the window and drop utensils in the utensil drop (Lake Placid). Do not scrape your dishes into the garbage.

**TAKE OUT FOOD:**

- Take out options are available for resident athletes or preapproved camps. Food may be taken out in moderation and should be eaten that day.
- Athletes may request boxed lunches. Boxed lunch requests need to be submitted to the cashier (Colorado Springs) before 6:00 pm the day before the lunch is needed. Lunches are only available for training purposes; boxed lunches are not available in Lake Placid.

**MEAL TICKETS:**

- Based on capacity, tickets are available for purchase at the (dining COS) Front Desk for \$10 for friends and family.

**LAKE PLACID**

**DINING GUESTS:** If you plan to have 2 or more guests join you for a meal in the dining hall, you must get prior approval from Operations.

**24-Hour Café**

- Located outside of the Dining Hall
- Includes a coffee maker with regular and decaf coffee, hot water, & juice machine.

**RESIDENT KITCHEN**

- The resident kitchen is for RESIDENT ATHLETES ONLY.
- Personal food items and appliances must be labeled.
  - If not labeled, then food/appliances will be considered community accessible.
  - If you do not want something to be used by others, then keep it in your room.
  - If not labeled and something goes missing, the OPTC is not responsible for the lost item.
- Expired food items will be thrown out once a week.
  - If you do not want something thrown away, then make it known!
- Put items back where you found them. The cabinets are labeled.

# KEY CONTACTS



U.S. Olympic & Paralympic  
**TRAINING CENTER**

## KEY CONTACTS



## COLORADO SPRINGS

Front Desk	719-866-4444
Security	719-866-4570
Sports Medicine	719-866-4554
Sport Performance Services	719-866-3437
Dining Hall	719-866-3463
Director, CSOPTC	719-866-4534
Resident Life	719-866-2499

## LAKE PLACID

Front Desk/Security	518-523-2600
Fax Number	518-523-4790
Sports Medicine	518-523-8450
Dining Hall	518-523-8412
Director, LPOPTC	518-523-8422
Resident Life	518-354-9037

# SPORT MEDICINE & SPORT PERFORMANCE



U.S. Olympic & Paralympic  
**TRAINING CENTER**

## SPORT MEDICINE

For all [use types](#), Sport Medicine and Recovery Center services must be approved by USOPC Sport Performance prior to access. If you are unsure of your access level, please reach out to your NGB High Performance Director prior to scheduling.

## COLORADO SPRINGS

### SPORTS MEDICINE CLINIC & RECOVERY CENTER

Monday thru Friday – 8:00am to 5:00pm\*

To schedule an appointment, call Sport Medicine Front Desk at 719-866-4554

Recovery Center includes sauna, steam room, cold and hot tubs, Normatec™ and Gameready™

### AFTER HOURS – IN CASE OF EMERGENCY

*Medical Emergency*

Dial 911 and Security: 719-866-4570

*Non-Life Threatening Medical Emergency*

Sport Med On-Call: 719-330-2442  
Operations: 719-866-4444

## LAKE PLACID

### SPORTS MEDICINE CLINIC

Monday thru Friday – 9:00am to 6:00pm\*

To schedule an appointment, call Sport Medicine Front Desk at 518-523-8450.

### RECOVERY CENTER

Monday thru Friday – 9:00am to 6:00pm

### AFTER HOURS – IN CASE OF EMERGENCY

*Medical Emergency*

Dial 911 & Security/Front Desk: 518-523-2600

*Non-Life Threatening Medical Emergency*

Sport Med On-Call: 518-572-3652.

\*During holidays, hours are subject to change and will be posted.



## ISOLATION PROTOCOLS

Any participant required to enter isolation per Sport Medicine, due to illness, must adhere to all protocols communicated to them by Sport Medicine and/or OPTC Operations. Isolations may occur due to contagious illnesses such as influenza, strep throat and COVID-19. These occur to allow the ill individual time to no longer be contagious and risk spread of illness amongst teams and the OPTC community. Isolations will vary in length based on the illness and medically appropriate guidelines. Anyone found not to be following protocols will be removed from the OPTC immediately.

All costs and logistical requirements related to removal from the OPTC to include off-site housing, meals, and transportation, or any additional safety requirements such as chaperoning will be the responsibility of the NGB and/or the individual. Notification to the individual being removed and/or being issued a safety plan or temporary measures will be coordinated with the NGB and USOPC staff.

Isolation Rooms are subject to availability on complex. If isolation rooms are not available, then all costs and logistical requirements will be the responsibility of the NGB and/or the individual.

## ATHLETE HEALTHCARE

Questions about healthcare? USOPC Athlete Healthcare Navigators are available to provide confidential guidance on a range of medical topics, including, but not limited to:

- EAHl Medical claims/bills
- Sports injuries
- USOPC athlete healthcare benefits
- USOP Medical Network
- Elite Athlete Health Insurance (EAHI)
- Global travel insurance
- USOPC Medical Assistance Fund (MAF)
- Health insurance education and coordination

Athlete Healthcare Navigators are available to meet on Thursdays from 11 a.m. – 2 p.m. MT in the Athletes' Center (Colorado Springs) rotunda or by scheduling one-on-one time Monday – Friday, 8 a.m. – 5 p.m. MT. To contact a navigator, email [athletehealthcare@usopc.org](mailto:athletehealthcare@usopc.org) or call 1-800-933-4473 ext. 2.

## PSYCHOLOGICAL SERVICES

If you are experiencing a mental health emergency, please call 9-1-1 or go to your nearest emergency room.

If you are interested in connecting with a mental health provider who can assist in the management of mental health crises or provide resources related to mental health and wellness, please reach out to the Team USA Psychological Services Support Line.

**Team USA Psychological Services Support Line      +1 (719) 866-CALL (2255)**

Team USA athletes may be eligible for the USOPC Mental Health Assistance Fund for up to two years post-retirement.

Visit <https://www.usopc.org/mental-health> for more information on mental health and mental performance resources for athletes.

## SPORT PERFORMANCE

Sport Performance Services include Strength & Conditioning, Sport Nutrition, and Sport Physiology. Sport Performance Services must be approved by USOPC Sport Performance prior to access. If you are unsure of your access level or have questions about services available to you within specific Sport Performance departments, please reach out to your NGB High Performance Director or NGB coaching staff to learn which services may be available while your sport program is utilizing an OPTC.

This applies to all [use types](#).

## STRENGTH & CONDITIONING FACILITY POLICIES & PROCEDURES

- All requests to utilize the Strength and Conditioning facility must go through the OPTC Operations department and be approved by the Strength and Conditioning Facility Manager.
- Requests to use the Strength and Conditioning Facility outside operating hours must go through the Strength and Conditioning Facility Manager. It is the responsibility of the USOPC Sports Performance Team (I-V or Para) – Strength & Conditioning Coach to provide or arrange appropriate coverage. These requests must be limited to high priority national team athletes or part of the NGB High Performance Plan.
- The USOPC Sports Performance Team (I-V or Para) – Strength & Conditioning Coach will take the lead on providing appropriate facility coverage for all USOPC Sports Performance “funded” athletes and camps. Camps with partially funded athletes, will receive USOPC Strength & Conditioning Coach supervision. All “non-funded” athletes and camps requesting access to the Strength & Conditioning Facility must be accompanied by a certified strength and conditioning coach.
- Unregistered guests including family and friends are prohibited from using the facility.
- Damaged or broken equipment must be labeled as such and if possible, removed from the training area until repaired or replaced. Damaged or broken equipment must be reported to Strength and Conditioning staff immediately.

- This is an athlete centered facility. Athletes shall not be interrupted during training. Absolutely no photos, autographs or videos allowed of athletes. Disrespect to an athlete will result in dismissal from facility.
- Disinfect cardio equipment and weight benches after each use.
- Food, gum, and other objects with potential for choking are not permitted during training sessions in the Facility.
- Coaches must be present at all training sessions and throughout the entire duration of the training session. Athletes under the age of 16 must be accompanied by a Strength and Conditioning professional.
- Always respect coaches, athletes and the facility. Usage of the facility is a privilege and the USOPC Strength and Conditioning staff reserve the right to dismiss any athlete, team, coach or staff member for failing to abide by these, or any other applicable, rules and procedures.
- For failure to comply with LPOPTC Sport Performance Facility Policies, individuals will be subject to the guidelines listed in the OPTC Handbook, specifically within the "Levels of Disciplinary Action" section.
- All non-USOPC Strength and Conditioning coaches accompanying an athlete or team (funded or non-funded) must have one of the following approved certifications and will be asked in advance to provide documentation to the Strength and Conditioning Facility Manager:
  - 1) National Strength & Conditioning Association: Certified Strength and Conditioning Specialist
  - 2) Collegiate Strength & Conditioning Coaches Association: Strength and Conditioning Coach Certified
  - 3) USA Weightlifting: Level 1
  - 4) Equivalent international certification for international guest
- Dress Code: Athletic shirts, shorts or pants ONLY. Jeans, singlets and kits are not permitted. Athletic shoes and shirts must be worn at all times.
- Weight Area: Bar collars must be used at all times; Keep plates, dumbbells, and equipment off the floor; Return all equipment to proper position or location after use; No dropping or throwing of weights; Only bumper plates are permitted to be dropped on wood platforms; Maintain a 5 foot or greater radius of individuals performing dynamic movements(e.g., Olympic lifts, plyometrics, medicine ball throws, tire flips, sled pushes, etc.)

## COLORADO SPRINGS

- All users must scan in at the Strength and Conditioning front desk before using the facility which includes the cardio, track, and turf areas.
- The Strength and Conditioning Facility Hours of Operation are:
  - Monday thru Friday 8:00am – 5:00pm
  - Saturday 9:00am – 12:00pm
    - Holiday and seasonal hours will be posted in advance
  - Elite athletes have priority access Monday thru Friday:
    - 8:00am – 11:00am, 1:00pm – 5:00pm
  - Facility Users, International Athletes, Coaches, & Staff Training Time:
    - Monday thru Friday: 11:00am-12:45pm Monday thru Friday, Saturday: 9:00am – 12:00pm
  - Cardio equipment may be used from 8:00am – 5:00pm Monday thru Friday if not being utilized by an athlete or team.
    - All athlete training times need to be scheduled in advance.
- Scheduling priority is in the following order:
  1. Olympic/Paralympic, World team, and National team athletes
  2. Resident team athletes
  3. Junior or development programs
  4. Outside facility users

In the case of a scheduling conflict, the current games that is approaching will get priority (summer or winter).
- No team, athlete, outside user, coach or staff may use the facility outside facility hours.
- Individuals utilizing the facility outside operating hours will be documented, reported, and may result in the loss of facility privileges
- Headphones are not permitted to be worn during team training sessions.
- Facility music is regulated by USOPC Strength and Conditioning staff ONLY.
- Athletes who are late or miss a scheduled training time without prior approval from Strength and Conditioning may lose access privileges.
- All equipment must be used inside the Strength and Conditioning Facility unless otherwise authorized by USOPC Strength and Conditioning staff.

## LAKE PLACID

- The Strength and Conditioning Facility Hours of Operation are:
  - Monday thru Friday 9:00am – 5:00pm
  - Saturday 9:00am – 12:00pm
    - Holiday and seasonal hours will be posted in advance.
  
- Scheduling priority is in the following order:
  - 1) OPTC Resident Athletes
  - 2) Olympic/Paralympic, World team, and National team athletes
  - 3) NGB Junior or development programs
  - 4) Non-Funded/Outside facility users
  
- Requests to use the Strength and Conditioning Facility outside operating hours must go through the Strength and Conditioning Facility Manager. These requests must be limited to high priority national team athletes or part of the NGB High Performance Plan and made at minimum 24 business day hours prior to the requested session.
  
- In addition to providing approved certification ([see pg. 58](#)), all non-USOPC Strength and Conditioning coaches accompanying an athlete or team (funded or non-funded) must:
  - 1) Be listed on the program roster as an NGB program-specific coach and submitted in accordance with OPTC Operations policy no later than (2) weeks in advance of each scheduled program.
    - Failure to submit name and credentials (2) weeks out will result in access being denied.
  
  - 2) Check in with a USOPC Strength and Conditioning staff member prior to using the facility to communicate assigned space and to review facility policies.
  
  - 3) Dependent on training space availability, even "approved" non-USOPC Strength and Conditioning coaches may not be granted access to the facility. These decisions will be made by the Strength and Conditioning Facility Manager.

# ATHLETE DEVELOPMENT & ENGAGEMENT



U.S. Olympic & Paralympic  
**TRAINING CENTER**



## ATHLETE DEVELOPMENT & ENGAGEMENT

The USOPC's Athlete Development & Engagement team recognizes that behind the competitive spirit of Team USA athletes are people like you. As you navigate your unique challenges and opportunities beyond the field of play, we are here to support you.

### Resources Overview

**Professional Development:** Resources designed to help you explore part-time work and/or step into a new career. Offerings include 1:1 Career Coaching and the ADE Career Conversations series.

**Continuing Education:** Assistance pursuing your educational goals – helping to reduce costs and make enrollment more financially feasible. Examples include the Guild Education Platform, Tuition Grants, and In-State Tuition in CA, CO, & UT.

**Financial Wellness:** Access to experts in the financial management field to learn what money mindset works best for you. Resources include Complimentary Tax Advising and 1:1 Money Coaching.

**Personal Development:** Opportunities to grow in self-knowledge and build tools that will serve you both in and out of sport. Programs include our four-day, in-person Pivot Program and Personal Branding Workshops.

### Introducing Agora

Agora is the USOPC's new digital platform providing centralized access to your athlete benefits and information. Available on both desktop and mobile, Agora is the place to stay up to date on deadlines and programming, update your athlete information, and so much more. Team USA athletes will gain access to Agora on a rolling basis through 2024.

Link to Agora



Team USA  
Eligibility



Visit Our Website



Not sure where to start right now? That's okay! To get personalized support and learn more about any of these programs, email the ADE team at:

[athleteservices@usopc.org](mailto:athleteservices@usopc.org)

# RESIDENT ATHLETES



U.S. Olympic & Paralympic  
**TRAINING CENTER**

## OPTC Requirements

### On-Site Resident Athletes

OPTC requirements for on-site athletes as follows:

The athlete:

- \*Is at least 18 years of age
- Meets their NGB performance and baseline participation criteria
- Is able to take care of all personal needs without supervision including, but not limited to satisfying all team obligations, attending meetings, showering, dressing and eating

\*The USOPC may consider an athlete who is 17 years old on a case-by-case basis.

### Off-Site Resident Athletes

OPTC requirements for off-site athletes as follows:

The athlete:

- Meets their NGB performance and baseline participation criteria
- Is able to take care of all personal needs without supervision including, but not limited to satisfying all team obligations, attending meetings, showering, dressing and eating with any accommodations outlined in the Participation Plan.
- Is able to manage transportation to and from the OPTC to satisfy team obligations

- Athlete orientation is mandatory within the first week of check-in or first offered orientation date to the resident program (On-Site and Off-Site Residents).

## ON-SITE RESIDENT ATHLETE VISITORS

\*[Guest Policy](#) – please refer to page 24.

\*[Meal ticket](#) purchases for visitors – please refer to page 50.

## VEHICLE PARKING

### LAKE PLACID

Vehicles may only be left at the training center during extended time away if an individual is currently checked into a program (i.e., resident program, monthly housing). Please leave an extra set of car keys at the front desk in case vehicles need to be moved for snow removal, alarm issues, etc. Vehicles may be moved by OPTC staff to a designated offsite location for duration of time away to ensure parking space is available for other programs.

## RENTER'S INSURANCE

It is advised that On-site Resident Athletes obtain renters insurance or have their parents' homeowner's insurance extended to cover their personal items. Please follow these safety tips:



1. Mark and secure all high value items.
2. Record serial numbers and model types of all high value items.
3. Secure credit cards, wallets, checkbooks, and other valuable items, in a safe place.
4. Bags should be stored in the baggage room near the Athlete Center Registration Desk (Colorado Springs). In (Lake Placid), contact the Front Desk for a predetermined area.
5. Use locks in the Sports Centers and Aquatics Center (Colorado Springs) and the locker rooms (Lake Placid).
6. Renter's insurance is usually available through your auto insurance carrier. Contact your individual insurer for details.
7. If you have any questions about renter's insurance or this advisory, please contact one of the dorm supervisors.

\*The OPTC is not responsible for lost or damage to the personal property of athletes, coaches, guests or residents on site. USOPC Risk Management recommends the purchase of tenant insurance by individuals residing on site.

## HOUSEKEEPING

## COLORADO SPRINGS

Residents are responsible to clean personal bed linens. Towels are provided in the room.

## LAKE PLACID

Resident rooms will be serviced on Tuesdays.

Residents are responsible to vacuum the floors. Vacuums are located in both 1st and 2<sup>nd</sup> floor athlete laundry rooms.

Towels are provided in the room.

It is highly recommended that you strip your bed linens once a week. Leave in bathroom and new linens will be left on your bed.

## DINING

## LAKE PLACID

RESIDENT KITCHEN

- The resident kitchen is for RESIDENT ATHLETES ONLY.
- Personal food items and appliances must be labeled.
  - If not labeled, then food/appliances will be considered community accessible.
  - If you do not want something to be used by others, then keep it in your room.
  - If not labeled and something goes missing, the OPTC is not responsible for the lost item.
- Expired food items will be thrown out once a week.
  - If you do not want something thrown away, then make it known!
- Put items back where you found them. The cabinets are labeled.

## MOVING OFF COMPLEX

## COLORADO SPRINGS

If you are an on-site resident, you must contact the Athlete Life & Programs Manager 14 days prior to your check-out date so that check-out instructions can be reviewed. The OPTC will provide up to 30 calendar days for you to transition and move off complex. If your NGB is requesting the space for a new resident, we will work on the best transition plan, as the duration of this transitional bed space may not always be available. *This is not available in Lake Placid due to overall bed count.*

# APPENDIX A: ON-SITE CHAPERONE HANDBOOK



U.S. Olympic & Paralympic  
**TRAINING CENTER**

## CHAPERONE GUIDELINES

### Prior to Check In

All chaperones **MUST** be 21 years or older, assigned by the respective NGB, and listed on a camp roster.

#### **SafeSport**

All adults, defined as those individuals 18 years or older, are **REQUIRED** to complete the online SafeSport Training prior to checking in to either training center. All adults, including chaperones, may not check into their rooms or interact with athletes until this training has been completed. Training can be found at <https://safesporttrained.org/>

#### **Background Check**

All adults are **REQUIRED** to receive a cleared background check prior to checking in to either training center. It is the responsibility of the respective NGB to submit on the behalf of their assigned chaperone(s) and receive clearance notification for each chaperone prior to the start date of a camp.

#### **Yearly Paperwork**

All adults are **REQUIRED** to complete yearly OPTC paperwork prior to checking in to either training center. This includes acknowledgement of the [OPTC Handbook](#)

\*Legal guardians will sign on behalf of minors, acknowledging minors have an understanding of OPTC Code of Conduct policies.



## CHAPERONE GUIDELINES

### Check In

#### Roster

Chaperones should receive a printed roster including room assignments from the Front Desk upon check-in. It is the responsibility of the NGB to assign rooms/roommates on the roster. It is the chaperone's responsibility to ensure that all athletes are staying in their assigned rooms. The Front Desk will not reassign rooms/roommates (Lake Placid).

#### Camp Schedule

It is the responsibility of the NGB to provide camp schedules to the Front Desk (Lake Placid). If there is a change to the camp schedule, please let the Front Desk know as soon as possible so that all OPTC staff are up-to-date on where athletes are at what times.

#### Front Desk

If you have any questions, or would like information regarding community events, please stop by the Front Desk (Lake Placid). The Front Desk hours are posted at the desk.

# CHAPERONE GUIDELINES

## During Your Stay

### Vehicle Reservations

- An NGB must request a vehicle rental prior to the start of a camp.
- The designated driver(s) must complete a Vehicle Authorization Form and present a valid U.S. drivers license prior to using vehicle.
- The chaperone/coach must pick-up and drop-off the vehicle(s) keys each day at the Front Desk (Lake Placid).
- Vehicles are to be parked in the designated OPTC Fleet spaces in the front of the training center at the end of each day (Lake Placid).
- It is the responsibility of the NGB to return the vehicle with a full tank of gas at the end of the duration of a camp vehicle reservation.

### Meeting Room Reservations

If you would like to reserve the Adirondack Room for a team meeting, please stop by the Front Desk (Lake Placid) to ensure the room is available by signing up for a time slot.

### Office Space & Supplies

Office space is NOT available in Lake Placid. Chaperones may request front desk assistance with printer use supplying their own paper. A camp must also provide their own office supplies, i.e. tape, scissors, stapler, etc.

### Storage Space

Due to fire safety code, sporting equipment (i.e. roller skis, skis and poles, equipment travel bags, etc.) may NOT be stored in hallways, outside dorm doors, or in Node stairwells. Chaperones may request access at the front desk to a storage room for this larger team equipment for the duration of their camp.

### Sporting Equipment Workspace

Sport-specific equipment workspace (i.e. sanding runners, sharpening skis, etc.) is NOT available in Lake Placid. All work must be done offsite.

## CHAPERONE GUIDELINES

### Departure Day

**Check Out Time is 9:00 AM.**

Prior to check out on your departure date (or the night before for extremely early departure times), **a chaperone and coach MUST do a walk-through of each athletes' dorm room to confirm that it is left in appropriate check out condition:**

- All trash has been put in trashcans
- All towels have been placed on top of the sink
- All furniture has been put back in place

\*Room is to be left in the condition it was in when you arrived. Please report any damage to rooms to the Front Desk.

## Chaperone Responsibilities

### Overseeing Athletes

#### **Athlete Whereabouts**

It is the chaperone's responsibility to know where athletes are at all times. If an athlete leaves the property for any reason (trip to the grocery store, outings with parents, etc.), please have them check in and out with you before leaving and upon their return.

#### **Quiet Hours**

Quiet Hours are from 10:00pm-7:00am. It is the chaperone's responsibility to make sure noise levels are appropriate through out the evening and overnight hours. Please let the program Coach know if there are any problems with athletes consistently causing noise disruption after hours.

#### **Athlete Training**

Athletes are not permitted in the gym or weight room without a coach or chaperone present to supervise.

Sporting Equipment (basketballs, volleyballs, frisbees, etc.) must be signed out by the coach/chaperone at the Front Desk and returned to the desk when finished. If any mats or gym equipment are moved while in the gym, please ensure that they are returned to their proper location before leaving the gym.

#### **Athlete Sickness / Injury**

If any athlete is sick or injured, please let Sports Medicine know as soon as possible so that they can prevent the spread of illness and treat any injuries in a timely manner.

## Chaperone Responsibilities

### Room Assignments

- Required adult supervisor/chaperone to minor athlete ratio staying onsite is as follows:
  - 12 years – 13 years old = 1 adult per 12 children
  - 14 years + = 1 adult per 20 children

\*At the discretion of the OPTC, higher or lower ratios may be advisable depending on the age of the participants and the nature of the activity.

- An adult staff member must be housed on the same floor (or in the same building, if the floor is not available) as the program's minors.
- The USOPC will not assign individuals of different gender to the same room unless the individuals are (i) a parent/legal guardian and the child of the parent/guardian or (ii) married.
- Gender neutral rooms will be made available upon request.

### Room Checks

- In an effort to keep rooms free from bugs/rodents, etc., residence hall chaperones must routinely check rooms of athletes they are overseeing every few days for an appropriate level of cleanliness. Please let the program Coach know if there are any problems with athletes maintaining a clean room.
- Chaperones must comply with Athlete Safety rules – keeping the door open and entering with two (2) adults at a time while performing the room check.
- Housekeeping will knock and enter rooms once a week regardless of whether a "Privacy Please" sign is on the door.

## CHAPERONE PROTOCOLS

### Code of Conduct

All individuals accessing the OPTCs will be responsible for adhering to the Code of Conduct. The complete Code of Conduct, Disciplinary Action, Athlete Safety, and Services Available to Onsite Users can be referenced in the OPTC Handbook, available on the Team USA website: <https://www.usopc.org/training-centers>.

*Remember: It is a privilege, not a right, to stay and train at the Olympic & Paralympic Training Center.*

### Access to Housing

- ONLY Resident Athletes and Onsite Users are allowed to access the housing building.
- Offsite Residents and Facility Users are NOT permitted in the dorm area unless prior approval is granted.
- All visitors accompanied by an athlete must sign in at the front desk. (\*COVID-19 community levels may impact whether guests are allowed onsite at any given time.)
  - If not a parent or legal guardian of a minor, then visitors of a minor must sign in at the Front Desk and stay in a common area of the main building of the training center to visit with the athlete.