



TEAM USA ATHLETES' COMMISSION

**2025-2028 Quad
Election Tool Kit**

Introduction & Background

The purpose of the Team USA Athletes' Commission (Team USA AC) 2025-2028 Quad Election Tool Kit is to assist National Governing Bodies (NGBs) and USOPC Internally Managed Sports (IMs) in successfully executing our elections for the next quad by making it as simple as possible to comply with Team USA AC Bylaws (also known as USOPC AAC Bylaws). This toolkit provides in-depth explanations of the bylaws, best practices, and turnkey athlete communications. All Team USA AC election requirements and procedures are set forth in the Team USA AC Bylaws and Team USA AC Member Elections and Voting Policy. This toolkit is intended to supplement those documents and provide more clarity regarding execution.

*Based on the [Team USA AC Bylaws](#) effective January 20, 2024

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Definitions and Clarification of Terms

- I. **Act**– The Act is the Ted Stevens Olympic and Amateur Sports Act, as amended.
- II. **Athlete Representative**– An athlete on the Team USA AC that meets the various requirements set forth in the USOPC and Team USA AC Bylaws.
- III. **Bylaws**– A formal, written document that incorporates the rules that direct the operation of the corporation established by the USOPC Board or Team USA AC.
- IV. **Chair**– The athlete elected leader of the Team USA AC.
- V. **Delegation Event**– As defined by the USOPC Bylaws, individually or collectively as applicable, the Olympic Games, the Olympic Winter Games, the Paralympic Games, the Paralympic Winter Games, the Pan American Games, and the Parapan American Games.
- VI. **NGB 10 Year Athlete**– As defined in Section 8.5.1(e) of the USOPC Bylaws, either:
 - a. An athlete who qualifies as a USOPC 10 Year Athlete; or
 - b. An athlete who has been selected to compete in a competition as defined by the NGB AAC and approved by the NGB Athlete Representation Review Working Group, within the previous 10 years.
- VII. **NGB Athletes' Advisory Council**– As required by Section 8.4.1(a)(iii) of the USOPC Bylaws, the entity composed of and elected by amateur athletes that is part of the NGB's overall governance structure to ensure communication between the NGB and its currently active amateur athletes and serves as a source of amateur-athlete opinion and advice for policies and proposed policies of the NGB.
- VIII. **NGB Athlete Representation Review Working Group (ARRWG)**– As established in Section 8.5.1 of the USOPC Bylaws, a working group made up of representatives from Team USA Athletes' Commission leadership, NGBC leadership, and the NGB's Team USA Athletes' Commission representative, and administratively supported by USOPC NGB Services, that reviews and approves any deviations from the athlete representation requirements of the USOPC Bylaws, including representation levels and definitions.
- IX. **Olympic Games**– Either the Olympic Games, which occur in the summer, or the Olympic Winter Games, as applicable, unless specified otherwise.
- X. **Pan American Games (Pan Am Games)**– The Americas' continental multi-sport Delegation Event with a program featuring summer sports held every four years in the year before the Olympic Games.
- XI. **Parapan American Games**– The Americas' continental multi-sport Delegation Event for athletes with disabilities with a program featuring summer sports every four years in the year before the summer Paralympic Games.
- XII. **Paralympic Games**– Either the Summer Paralympic Games, or the Paralympic Winter Games as applicable, unless specified otherwise.



- XIII. **Quadrennium (Quad)**– The four-year period that begins on the first day of January of the calendar year immediately following the year in which the Summer Olympic and Paralympic Games were held and extends until the last day of December of the calendar year in which the Olympic and Paralympic Games were held. In this definition, Olympic and Paralympic Games is the specific definition (i.e. the Olympic and Paralympic Games, which occur only in the summer), not the generalized definition above.
- XIV. **Qualifying Competition**– As defined by the USOPC Bylaws, either of the following:
- a. “NGB Qualifying Competition”: Any competition or activity organized or approved by the NGB (e.g. team selection camp, tryouts, national championship, Trials event) where the athlete’s performance or results are considered in the published selection criteria to represent the United States in a Delegation Event.
 - b. “International Qualifying Competition”: Any international sport competition where
 1. Athletes represent the United States against athletes representing other nations
 2. The NGB officially designates entrants, as required by the competition organizers, and;
 3. Athlete results or performance are included in the published criteria (i.e. International Federation qualification system or NGB selection criteria) to qualify, or be selected, to represent the United States in a Delegation Event
- XV. **Team USA Athletes’ Commission**– As defined in Section 14 of the USOPC Bylaws, where it is referred to by its previous name, the Athletes’ Advisory Council, the entity established and maintained that:
- a. It is composed of, and elected by, amateur athletes to ensure communication between the corporation and currently active amateur athletes
 - b. Serves as a source of amateur athlete opinion and advice with respect to policies and proposed policies of the USOPC.
- XVI. **USOPC 10 Year Athlete**– As defined in the USOPC Bylaws, an athlete who has been selected by their NGB to represent the United States in a Delegation Event or other International Qualifying Competition within the previous 10 years.
- XVII. **USOPC 10 Year+ Athlete**– As defined in the USOPC Bylaws, an athlete who has been selected by their NGB to represent the United States in a Delegation Event or other International Qualifying Competition, but not within the previous 10 years.

Eligibility Requirements

All election procedures and eligibility requirements related to Team USA AC elections are set forth in the USOPC Bylaws, Team USA AC Bylaws and Team USA AC Voting Policy.

Member Categories: There are four different member categories, as defined in Article V. of the Team USA Bylaws, for Team USA AC. The bulk of this toolkit focuses on the first category, Sport Representatives, and Appendix 1 is specific to the second category, General Paralympic Representatives.

- 1. Sport Representatives.** There shall be **one** Representative on the Team USA AC from each sport/sport organization in the following categories:
 - a. Sport organizations certified by the USOPC (NGBs, which may also govern and/or manage sports on the Paralympic or Parapan American program unless the NGB governs and/or manages two or more sports governed by different International Federations. If an NGB governs and/or manages two or more sports governed by different International Federations, the NGB will have a Representative for each associated International Federation.
 - b. Sports on the Olympic/Paralympic/Pan American/Parapan American Games program that are governed and managed by the USOPC.
- 2. General Paralympic Representatives.** There shall be three (3) General Paralympic Representatives from NGBs recognized by the USOPC as the NGBs for Olympic or Pan American sports, which also govern and/or manage a sport on the Paralympic or Parapan American program.
 - a. Two (2) of the three (3) Representatives shall be from individual sports.
 - b. One (1) of the three (3) Representatives shall be from a team sport.
- 3. Leadership.** There shall be seven (**7**) **individuals** to serve as the Leadership of the AAC. Of these seven (7) individuals, three (3) shall be Officers, consisting of one (1) Chair, and two (2) Vice-Chairs.
- 4. Ex-officio.** Ex-officio members are individuals who are members by virtue of their appointment/election to either the International Olympic Committee (“IOC”) Athletes’ Commission or the International Paralympic Committee (“IPC”) Athletes’ Commission.

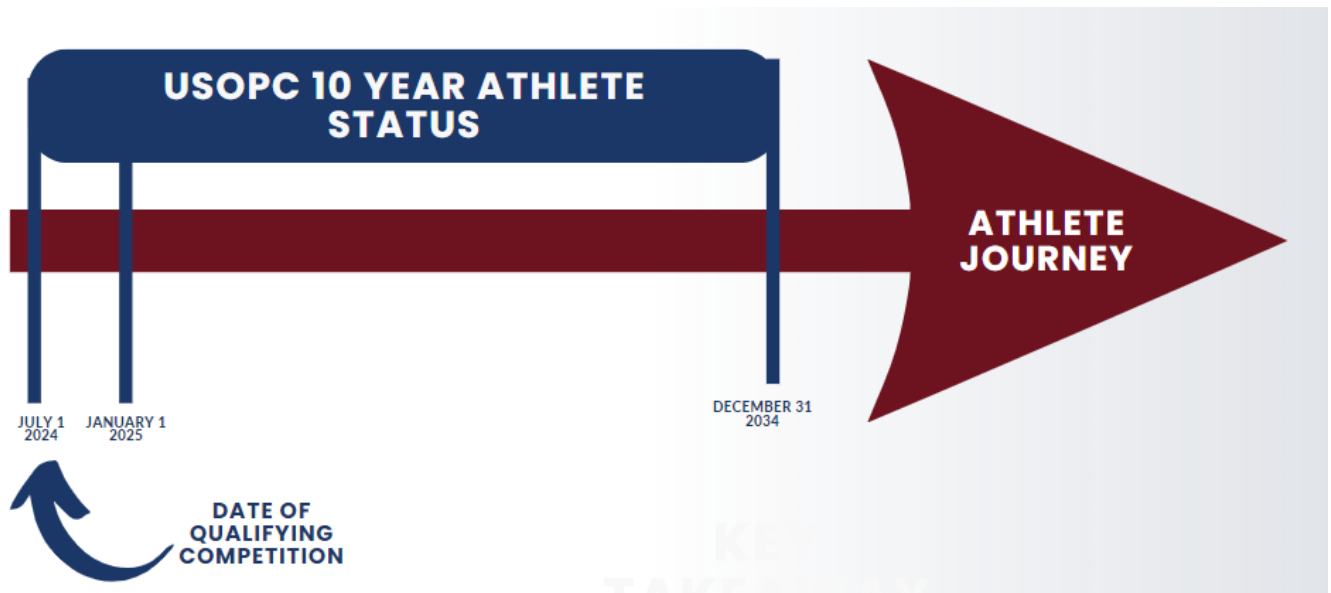
Alternates: Alternates step into the role of a Representative, with voice and vote, when the Representative is not in attendance at a meeting of the Members. Alternates will automatically fill the Representative seat if the Representative steps down or is removed.



Eligibility to Run:

1. All members and alternates must be a USOPC 10 Year Athlete, there are **NO** exceptions to this rule.
 - The period of eligibility starts when an athlete is named to Team USA in a qualifying competition and ends on December 31 of the tenth year after their last qualifying participation.
 - Qualification within that period is measured from the date of the athlete representative's first day of service in the role; this measurement applies without adjustment or expiration throughout the term of the position held by the athlete representative. Meaning an athlete must meet the 10 Year Athlete definition at the time of election, but does not have to remain within the 10 year period through the duration of their term.
 - Eligibility to serve as a USOPC 10 Year Athlete representative may not be obtained through events that categorize entrants in age-restricted classifications commonly known as "Juniors," "Masters," "Seniors," "Veterans" or other similarly designated age-restricted competitions. It must be the USOPC 10 Year Athlete definition laid out in the USOPC Bylaws. **NO Exceptions.**

Note: Exceptions granted to an NGB for its NGB 10 Year Athlete definition by the Athlete Representation Review Working Group do not apply.



2. An individual is **ineligible** to run for election if they have any prior felony convictions, or any period of ineligibility served in sport (e.g. for discipline, SafeSport violation, doping violations). (See USOPC Bylaws) Failure to disclose in advance of the election can be cause for the removal of the member once elected.
3. An individual running for election must disclose any actual, possible, or perceived conflict of interest consistent with their organization's Conflicts of Interest Policy as part of the



vetting process for candidates (See USOPC Conflicts of Interest Policy for definitions and examples of conflicts of interest.). The disclosure shall be made to all eligible voters prior to the vote so that the disclosure may be considered in the voting process. Failure to disclose in advance of the election can be cause for the removal of the member once elected.

4. During a given election cycle, an individual may run only for a Sport Representative position or a General Paralympic Representative position, not both.

Code of Conduct and Standards and Conflicts of Interest Policy. Each Representative and Alternate must comply with the USOPC Code of Conduct and Standards of the AC and the USOPC Conflicts of Interest Policy throughout the tenure of their term.

Note: As a member of your NGB Board as well as it is the NGBs responsibility to ensure all NGB Code of Conduct and Conflicts of Interest Policies are followed.

Term. The term for Sport Representatives and General Paralympic Representatives is one Quadrennium (4 years), January 1, 2025, to December 31, 2028.

Term Limits:

- Sport and General Paralympic Representatives may not serve more than two (2) full terms on the AAC, regardless of sport.
- Individuals shall not be considered to have served a term under the term limit requirements unless they were seated as the Representative for two (2) or more years of a term.

Eligibility to Vote: All USOPC 10 Year Athletes



Timeline & Process Guidelines

NGBs and IMSs are required to follow these Guidelines unless an alternate process/timeline is presented to and approved by the Team USA AC Leadership. If the below process/timeline is not followed the election results may be found invalid, meaning the NGB/IMS will have to re-run the election, so please read the below information carefully.

1. **By June 1, 2024.** Team USA AC staff shall distribute the Process and Timeline Guidelines to each Sport Organization, along with the Team USA AC (AAC) Bylaws and Policies.
2. **By July 1, 2024.** The Sport Organization shall distribute the Process and Timeline Guidelines to its eligible athletes, along with the Team USA AC (AAC) Bylaws and Policies. (The 10-year rule for Team USA AC Representatives and Alternates is defined in the USOPC Bylaws).
3. **By October 1, 2024.** The Sport Organization shall call for self-nominations from eligible candidates. Nominations should minimally include a written statement of intent and may include a resume or any other information pertaining to an athlete's ability to serve the Mission of Team USA AC.

Disclosures shall be made according to the Eligibility requirements of the USOPC Bylaws.

4. **By November 1, 2024.** The Sport Organization shall distribute the list of eligible nominees, along with statements of intent and other candidate submissions, disclosures, and voting instructions to eligible voters.
5. **By November 8, 2024.** The sports organization shall conduct an election where the top two candidates with the most votes are named the Representative and Alternate, respectively.
6. **By November 18, 2024.** The Sport Organization shall notify Team USA AC Staff of the results.

Key Things to Remember:

- ALL eligible voters, meaning all USOPC 10 Year Athletes, **MUST** be given the opportunity to vote and if not all USOPC 10 Year Athletes receive election information the election may be found invalid.
- The highest vote-getter will be the Representative and the next highest vote-getter will be the Alternate.
- There are **NO** gender requirements, meaning your NGB bylaws **CANNOT** mandate that the representative or alternate must be of different gender identities. If election procedures are used that are contrary to the Team USA AC Bylaws, the election will be found invalid.
- There are **NO** able-bodied or para requirements, meaning if your NGB represents both able-bodied and para-athletes your bylaws **CANNOT** mandate that the representative or alternate must be one or the other, if election procedures are used that are contrary to the Team USA AC Bylaws the election will be found invalid.
- Winter sports are **NOT** on a different election timeline.
- Membership is **NOT** a requirement for voting
- Your current representative and alternate's term ends December 31, 2024. It does not end immediately after the new representatives and alternates are elected.

How To Prepare Ahead of Time

1. Ensure you have an accurate USOPC 10 Year Athlete list and good emails for those athletes.
2. If needed, confirm ahead of time with the USOPC what competitions meet the “other International Qualifying Competition” components of the USOPC 10 Year Athlete definitions.
3. Work with your NGB AAC or IMS AAG to come up with an election communications plan that will work best for athletes in your sport. Spread the word through as many channels as possible: email, social media, athlete groups chats, or whatever channels your athletes use to communicate.
4. Follow the above timeline, and if your NGBs/IMS need an alternate timeline or process, present the needed exception to the Team USA AC Leadership for approval as soon as possible.
5. Make sure it is extremely clear where nominees should submit their statements of intent and other candidate submissions and disclosures.
6. Prepare to send out all the below draft athlete communications.
7. Attend/watch the Team USA AC Elections Webinar.
8. Review the Team USA AC Member Elections and Voting Policy
9. Reach out to Team USA AC staff any questions you may have.



Dos & Don't

DO	DON'T
Ensure all athletes meeting the USOPC 10 Year Athlete definitions receive all election communications.	Do <u>not</u> only send communications to a narrowly tailored group of athletes or to the larger NGB 10 Year Athlete pool.
Confirm NGB staff are the individuals handling all election communications, management and execution.	Do <u>not</u> rely on or mandate athletes to run athlete elections. There is an inherent conflict of interest, and no athletes should be charged with running the Team USA AC election.
Ensure the highest vote-getter becomes the representative and the next highest vote-getter becomes the alternate.	Do <u>not</u> create election criteria contrary to the Team USA AC bylaws. There are NO requirements for gender or discipline.
Use the below Team USA AC Job description when communicating with athletes about the role of Team US AC Athlete Representative.	Do <u>not</u> tell athletes running for the Team USA AC seat that it is like any other NGB Athlete Director position. Being on an NGB Board is a consequence of being a Team USA AC Rep and being a Team USA AC Rep has many other responsibilities outside of being an NGB Athlete Director.
Follow the above election timeline to ensure athletes have adequate notice of the election, time to submit their nominations and a reasonable voting window.	Do <u>not</u> modify the above-mandated timeline unless an alternate timeline or process was approved by Team USA AC Leadership
Ensure the Team USA AC representative election is a separate election from any other athlete representative seats or board seats.	Do <u>not</u> combine the Team USA AC elections with other elections. Athletes must self-nominate for the Team USA AC Representative seat and not be “waterfalled” from other elections.

Best Practices

1. Utilize a third-party election operator like Yes Elections to run your Team USA AC elections to ensure the accuracy and accountability of the election.
2. Have interested athletes submit a resume and statement of interest as part of the self-nomination process along with the necessary disclosures outlined in the Team USA AC Bylaws.
3. After the self-nomination period, but before the voting period, provide an opportunity (can be done virtually) for athletes to directly ask the nominees questions.
4. Communicate all election information to athletes using a variety of methods including email, social media, or whatever medium athletes in your sport use as a means of communication.
5. Provide an opportunity for your current Team USA AC Sport Rep to answer any questions athletes may have about the role.



Team USA AC Representative Job Description

Overview: Team USA Athletes' Commission (Team USA AC), formerly the USOPC Athletes' Advisory Council ("AAC"), serves as the representative group and voice of Team USA athletes. Team USA AC is responsible for broadening communication between the USOPC and active athletes and serves as a source of input and advice to the USOPC board of directors. The Team USA AC consists of at least one athlete from each National Governing Body ("NGB") in which the United States is represented at the Olympic and Pan American Games, one athlete from Sports on the program at Delegation events that are governed and managed by the USOPC, six athletes representing the Paralympic Sport Organizations or NGBs designated to govern a Paralympic sport, and seven athletes elected to serve on leadership by the Team USA AC, four serve at-large, two vice chairs and one chair

- **Mission:** To ensure communication between the USOPC and athletes who are actively engaged in amateur athletic competition or who have represented the United States in international competition within the proceeding ten (10) years.
- **Vision:** Represent the athlete voice and empower Team USA to inspire and drive positive change.

[The above Mission and Vision are in the process of being reviewed and updated as the Team USA AC undergoes strategic planning for the next quad]

[Click here](#) to watch a video that provides more information about the role and work of the Team USA AC.

Athlete Representative's Role & Responsibilities

- Understand the athlete pool you represent and work to engage the athletes you represent
- Actively attend Team USA AC meetings and relay information to the identified athlete pool, as well as your NGB AAC or IMS AAG meetings, and if applicable at your NGB Board Meetings
- Read all meeting minutes, email communications and consistently stay informed on the work of the Team USA AC via the group's Slack Channel
- Proactively reach out to your constituents enabling athletes to freely comment on policies/procedures and be the conduit between the Team USA AC and the Team USA Athletes of your respective sport
- Consistently communicate with your NGB CEO/ED or IMS High-Performance Director and other key stakeholders on matters impacting athletes
- Synthesize athletes' feedback on policies and procedures and provide input to the relevant party
- Provide an avenue for athletes to voice their concerns
- Review, gather and provide athlete input on team selection procedures for delegation events
- Reps are expected to vote on all appointments, elections, statements or other Team USA AC actions that require a vote of the membership
- Be familiar with your NGB's bylaws, the USOPC bylaws, the AAC (Team USA AC) Bylaws, the Ted Stevens Olympic and Amateur Sport Act, and various other policies affecting athletes' rights



Time Commitment:

- Reps and Alternates are expected to consistently check email and the Team USA AC Slack channel for communications and updates. This should be done no less than once per week
- Monthly, one-hour, virtual meetings
- Bi-Monthly Check-in with a member of Team USA AC Leadership
- One virtual all-day meeting a year that occurs on a weekend
- Two in-person multi-day meetings a year
- Team USA AC Representatives will be an Athlete Director on their respective NGB Board of Directors which will require meeting attendance
- Team USA AC Representative and Alternates are required to be active members of their NGB AAC or IMS AAG
- Reps and Alternates will be asked to serve on Team USA AC or USOPC working groups, task forces, and committees in areas they are interested in
- Time commitment and frequency of communications can vary depending on season and needs as they arise

Team USA AC Onboarding and our first meeting of the Quad will be January 23-January 26th. Elected Representatives will be expected to attend

Eligibility: All Representatives and Alternates must be a "10 Year Athlete", as is defined in the USOPC Bylaws, at the time when their term would commence. There are NO exceptions to this rule.

USOPC 10 Year Athlete- As defined in the USOPC Bylaws, an athlete who has been selected by their NGB to represent the United States in a Delegation Event or other International Qualifying Competition within the previous 10 years.

Code of Conduct and Standards and Conflicts of Interest Policy: Each Member and Alternate must comply with the USOPC Code of Conduct and Standards of Team USA AC and the USOPC Conflicts of Interest Policy throughout the tenure of their term.

Term: January 1, 2025 – December 31, 2028

Preferred Skills:

- An interest in sport governance and athlete advocacy
- Strong reading comprehension skills
- Strong communication skills
- The ability to keep an open mind and listen to all opinions
- Detail oriented

Communication Templates

The below communication templates are intended for NGBs and IMSs to use when communicating with athletes regarding the election. If you send the below templates at the appropriate time with the relevant attachments and links to your entire USOPC 10 year athlete pool, your NGB and IMS should be compliant with the Team USA AC Bylaws and Election Policy. *[The Mission and Vision of the Team USA AC are in the process of being reviewed and updated as the Team USA AC undergoes strategic planning for the next quad. As such, the proposed language below mentioning the Mission and Vision is subject to change. Team USA AC staff will provide you with updates.]*

By July 1 Communication:

Attachments: Team USA AC Bylaws, Team USA AC Election and Voting Policy and Team USA AC Rep Job Description

Subject: Team USA Athletes' Commission 2024-2028 Quad Election Information

Dear *[Insert Sport]* Athlete,

You are receiving this email because you are eligible to run to be the *[Insert Sport]* Representative of the Team USA Athletes' Commission. Team USA AC, formerly the USOPC Athletes' Advisory Council ("AAC"), serves as the representative group and voice of Team USA athletes. Team USA AC is responsible for broadening communication between the USOPC and active athletes and serves as a source of input and advice to the USOPC board of directors. Additionally, the Team USA AC is in the process of strengthening its power by advocating for legal independence from the USOPC and an increase in funds so it can better serve the athletes it represents. The Team USA AC consists of at least one athlete from each National Governing Body ("NGB") in which the United States is represented at the Olympic and Pan American Games, one athlete from Sports on the program at Delegation events that are governed and managed by the USOPC, six athletes representing the Paralympic Sport Organizations or NGBs designated to govern a and seven athletes elected to serve on leadership by the Team USA AC, four serve at-large, two vice chairs and one chair

The athlete voice is stronger than ever and a vital part of sport governance. [Click here](#) to watch a video about the role and work of the Team USA AC. Additionally, attached you will find a Team USA AC Representative Job Description that details the roles and responsibilities of being an athlete rep on the Team USA AC. In addition to being a member of the Team USA AC as the *[Insert Sport]* Representative the Team USA AC you will be a member of the *[Insert NGB Name] Athlete Advisory Council OR [Insert Sport for IMS's Athlete Advisory Group]* and *[(for NGB Sport Reps ONLY) an Athlete Director on [Insert NGB Name]'s Board of Directors.*



Team USA AC Onboarding and our first meeting of the Quad will be January 23-January 26th. Elected Representatives will be expected to attend.

The Election Guidelines and Timeline is as follows:

1. **By June 1, 2024.** Team USA AC staff shall distribute the Process and Timeline Guidelines to each Sport Organization, along with the Team USA AC (AAC) Bylaws and Policies.
2. **By July 1, 2024.** The Sport Organization shall distribute the Process and Timeline Guidelines to its eligible athletes, along with the Team USA AC (AAC) Bylaws and Policies. (The 10-year rule for Team USA AC Representatives and Alternates is defined in the USOPC Bylaws).
3. **By October 1, 2024.** The Sport Organization shall call for self-nominations from eligible candidates. Nominations should minimally include a written statement of intent and may include a resume or any other information pertaining to an athlete's ability to serve the Mission of Team USA AC.

Disclosures shall be made according to the Eligibility requirements of the USOPC Bylaws.

4. **By November 1, 2024.** The Sport Organization shall distribute the list of eligible nominees, along with statements of intent and other candidate submissions, disclosures, and voting instructions to eligible voters.
5. **By November 8, 2024.** The sports organization shall conduct an election where the top two candidates with the most votes are named the Representative and Alternate, respectively.
6. **By November 18, 2024.** The Sport Organization shall notify Team USA AC Staff of the results.



By October 1 Communication:

Attachments: Team USA AC Bylaws, Team USA AC Election and Voting Policy and Team USA AC Rep Job Descriptions

Subject: Team USA Athletes' Commission 2024-2028 Self Nominations to serve as Team USA AC Rep

Dear [Insert Sport] Athlete,

The Team USA AC is calling for self-nomination to serve as the Team USA AC representative for [Insert Sport]. Team USA AC, formerly the USOPC Athletes' Advisory Council ("AAC"), serves as the representative group and voice of Team USA athletes. Team USA AC is responsible for broadening communication between the USOPC and active athletes and serves as a source of input and advice to the USOPC board of directors. The Team USA AC consists of at least one athlete from each National Governing Body ("NGB") in which the United States is represented at the Olympic and Pan American Games, one athlete from Sports on the program at Delegation events that are governed and managed by the USOPC, six athletes representing the Paralympic Sport Organizations or NGBs designated to govern a Paralympic sport, and seven athletes elected to serve on leadership by the Team USA AC four serve at-large, two vice chairs and one chair.

The athlete voice is stronger than ever and a vital part of sport governance. [Click here](#) to watch a video about the role and work of the Team USA AC. Additionally, attached you will find a Team USA AC Representative Job Description that details the roles and responsibilities of being an athlete rep on the Team USA AC.

If you are interested in the position, please submit a statement of interest, resume or any other information pertaining to an athlete's ability to serve the Mission of the Team USA AC to *[Insert NGB/IMG Staff contact name and email OR fill out the Team USA AC Declaration of Candidacy form.]* by **the end of day October 29th**. Additionally, all conflicts of interest disclosures should be made according to the Eligibility requirements of the Team USA AC Bylaws.

Below is the Election Timeline and Process:

- **By November 1.** The Sport Organization shall distribute the list of eligible nominees, along with statements of intent and other candidate submissions, disclosures, and voting instructions to eligible voters.
- **By November 8.** The Sport Organization shall conduct an election where the top two candidates with the most votes are named the Representative and Alternate, respectively. *The highest vote getter is the Representative and the next highest Vote Getter is the Alternate.*
- **By November 18.** The Sport Organization shall notify Team USA AC Staff of the results.



Team USA AC Onboarding and our first meeting of the Quad will be January 23-January 26th. Elected Representatives will be expected to attend.

More information can be found in the attached Team USA AC Bylaws and Election and Voting Policy. If you have any questions regarding the role of being a Team USA AC Rep or the election reach out to teamusa.ac@teamusa-ac.org.

By November 1 Communication:

Subject: Team USA Athletes' Commission 2024-2028 Election Information

Attachments: Nominee information/Candidate Packet Team USA AC Rep Job Descriptions

Dear [Insert Sport] Athlete,

The Athlete voice is stronger and more empowered than ever, and it is important you do your part by voting in the upcoming Team USA Athletes' Commission (Team USA AC) election for your sport representative. Team USA AC, formerly the USOPC Athletes' Advisory Council ("AAC"), serves as the representative group and voice of Team USA athletes. Team USA AC is responsible for broadening communication between the USOPC and active athletes and serves as a source of input and advice to the USOPC board of directors.

This elected individual will serve as the liaison between [Insert NGB Name/IMS] athletes and the United States Olympic and Paralympic Committee. In addition to being a member of the Team USA AC as the [Insert Sport] Representative the Team USA AC you will be a member of the *[Insert NGB Name] Athlete Advisory Council OR [Insert Sport for IMS's Athlete Advisory Group]* and [(for NGB Sport Reps ONLY) an Athlete Director on *[Insert NGB Name]'s* Board of Directors.

Attached [or below] you will find a list of all eligible nominees, along with their statements of intent and other candidate submissions and disclosures. It is important to read this information thoroughly and make an informed decision when voting. The top two candidates with the most votes are named the Representative and Alternate, respectively. Attached you will also find a Team USA AC job description that provides more detail on the role of a Team USA AC Sport Representative.

Voting will open **November 1st** and remain open until **November 8th**.

[Insert specific voting instructions on how/where athletes can vote, we recommend utilizing a third-party election operator like Yes Election to run your Team USA AC

elections to ensure accuracy and accountability of the election]

If you have any questions regarding the work or role of Team USA AC, please reach out teamusa.ac@teamusa-ac.org. If you have any questions regarding election logistics or if you are having any technological issues with the voting platform reach out to [Insert NGB/IMS Sport Contact]

Election Reminder Communication: (Send out a few election reminders throughout the voting window- use this sample language as a template)

Subject: Team USA Athletes' Commission 2024-2028 Election Information

Attachments: Nominee information/Candidate Packet Team USA AC Rep Job Descriptions

Dear [Insert Sport] Athlete,

The election for your Team USA Athletes' Commission representative is happening now! Make sure you use your voice. Team USA AC, formerly the USOPC Athletes' Advisory Council ("AAC"), serves as the representative group and voice of Team USA athletes. Team USA AC is responsible for broadening communication between the USOPC and active athletes and serves as a source of input and advice to the USOPC board of directors. This elected individual will serve as the liaison between [Insert NGB Name/IMS] athletes and the United States Olympic and Paralympic Committee.

Attached [or below] you will find a list of all eligible nominees, along with their statements of intent and other candidate submissions and disclosures. It is important to read this information thoroughly and make an informed decision when voting. The top two candidates with the most votes are named the Representative and Alternate, respectively. Attached you will also find a Team USA AC job description that provides more detail on the role of a Team USA AC Sport representative.

Voting will be open **until November 8th**.

[Insert specific voting instructions on how/where athletes can vote, we recommend utilizing a third-party election operator like Yes Election to run your Team USA AC elections to ensure accuracy and accountability of the election]

If you have any questions regarding election logistics or if you are having any technological issues with the voting platform reach out to [Insert NGB/IMS Sport Contact]



Team USA Athletes' Commission Representative Agreement

All elected athlete representatives will be asked to sign the below agreement to show their commitment to the organization. Please share with athletes that are running for a seat so they can familiarize themselves with the document.

As an elected athlete representative to the Team USA Athletes' Commission (Team USA AC), I am fully committed and dedicated to the mission and have pledged to carry out this mission. I understand that my duties and responsibilities include the following:

- Understand the athlete pool you represent and work to engage the athletes you represent
- Actively attend Team USA AC meetings and relay information to the identified athlete pool, and at your NGB AAC or IMS AAG meetings, and if applicable at your NGB Board Meetings
- Read all meeting minutes, email communications and consistently stay informed on the work of the Team USA AC via the groups Slack Channel
- Proactively reach out to your constituents enabling athletes to freely comment on policies/procedures and be the conduit between the Team USA AC and the Team USA Athletes of your respective sport
- Consistently communicate with your NGB CEO/ED, IMS High-Performance Director and other key stakeholders on matters impacting athletes
- Synthesize athletes' feedback on policies and procedures and provide input to the relevant party
- Provide an avenue for athletes to voice their concerns
- Review, gather and provide athlete input on team selection procedures for delegation events
- Reps are expected to vote on all appointments, elections, statements or other Team USA AC actions that require a vote of the membership
- Be familiar with your NGB's bylaws, the USOPC bylaws, the AAC (Team USA Athlete' Commission) bylaws the Ted Stevens Olympic and Amateur Sport Act, and various other policies affecting athletes' rights
- Consistently check email and the Team USA AC Slack channel for communications and updates. This should be done no less than once per week.
- Participate in:
 - Monthly, one-hour, virtual meetings
 - Bi-Monthly Check-in with a member of Team USA AC Leadership
 - One virtual all-weekend meeting year
 - Two in-person multi-day meetings a year
 - Other meetings as necessary
- Be active members of their NGB AAC or IMS AAG
- A Team USA AC rep is a member of their NGB Board because they were elected for that position. If you must resign from your Team USA AC rep, it is expected that you will also resign from your NGB board since you will no longer be the Team USA AC rep.

Signed _____ Date _____

Other Considerations

Vacancies: If the representative or alternate position becomes vacant within the quad the Team USA AC Bylaws has provisions that must be followed as it relates to vacancies.

1. If a Representative position becomes vacant, the Alternate shall automatically assume the role.
2. If an Alternate position becomes vacant in the first three (3) years of the Quad, the NGB/Sport Organization shall hold an election.
3. If the Alternate position becomes vacant in the final year of the Quad, the position shall remain vacant.

Appendix 1. General Paralympic Representatives

To help create parity and additional opportunities regarding paralympic and able-bodied representation on the Team USA AC in addition to our Sport Representatives, Team USA AC has General Paralympic Representatives. There are three (3) General Paralympic Representatives from NGBs recognized by the USOPC as the NGBs for Olympic or Pan American sports, which also govern and/or manage a sport on the Paralympic or Parapan American program.

1. **Individual Sport Representatives:** Two (2) of the three (3) Representatives shall be from individual sports, as well as their respective alternates.
Eligible sports: archery, badminton, boccia canoe, equestrian, judo, rowing, shooting, ski and snowboard, table tennis, taekwondo, triathlon, wheelchair fencing and wheelchair tennis
2. **Team Sport Representatives:** One (1) of the three (3) Representatives shall be from a team sport and their respective alternate.
Eligible sports: curling, ice hockey, goalball, wheelchair basketball, wheelchair rugby, soccer, volleyball

Eligibility in terms of meeting the 10-year athlete definition, code of conduct, term, timeline and process are no different than what is listed above. If you are eligible to run, then you are eligible to vote. As such all 10-year athletes from the above-listed sports are eligible to vote for their respective representatives. The USOPC Paralympic Sport Division will assist with the management of all general paralympic elections.