

USOPC NGB AUDIT

USA TEAM HANDBALL

ADDENDUM REPORT

September 16, 2022

EXECUTIVE SUMMARY

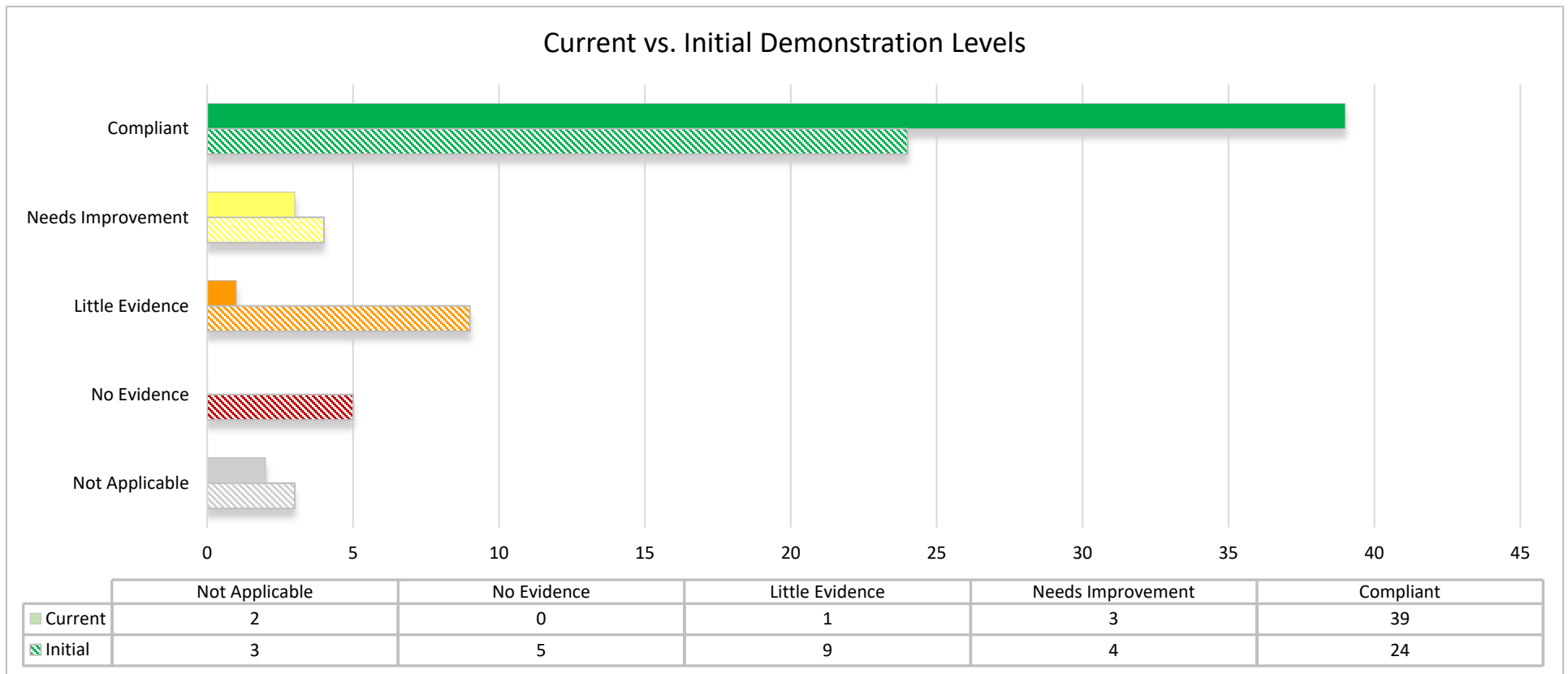
Background, Scope, and Objectives

The United States Olympic & Paralympic Committee’s (USOPC) NGB Audit department (Audit) completed an audit of USA Team Handball on December 10, 2021. The purpose of the audit was to determine if USA Team Handball complies with the requirements of the NGB Compliance Standards (Standards) and to conduct testing in areas that present an increased risk to athletes, other members, and/or USA Team Handball. The audit focused on the policies and procedures in the areas of Governance and Compliance, Financial Standards and Reporting Practices, Athlete Protections and Rights, Sport Performance, and Operational Performance.

Following the audit, NGBs have 120 days, unless otherwise specified, to provide evidence of remediation to Audit. Based on the evidence provided, Audit has assigned a Follow-up Demonstration Level¹ of Compliant, Needs Improvement, Little Evidence of Compliance, or No Evidence of Compliance. Details are provided in the findings below.

DEMONSTRATION LEVEL COMPARISON

The below charts present the updated distribution of compliance demonstration levels. For further detail not provided in this addendum report, please refer to the Audit report posted on TeamUSA.org.



¹See Appendix A

Follow-up Summary

Based on the evidence of remediation provided, USA Team Handball has remediated 14 findings. As of September 16, 2022 USA Team Handball is 87% compliant. In addition, USA Team Handball remediated three prior audit findings from 2018 related to internal controls and grievance procedures. Additional details are outlined below.

Subsequent Updates

In the report issued in December 2021, one Standard was pending a determination status. The determination has been updated as follows:

Child Protection and US Center for SafeSport – C.1 a and C.2

The U.S. Center for SafeSport (the Center) issued an audit report for USA Team Handball on November 22, 2021, which contained findings. USA Team Handball received a closure letter from the Center stating corrective action was taken and is compliant with this standard.

NGB AUDIT FINDINGS - FOLLOW-UP STATUS

All Standards are evaluated against the 2020 Implementation Guide for Audit Standards. Bylaws references are based on the USOPC Bylaws approved in June 2020.

GOVERNANCE AND COMPLIANCE

Little Evidence of Compliance		
1	Athlete Representation – A.1 a & b	Management Action Plan
	<p>FINDING: USA Team Handball’s Nominating and Governance Committee does not meet the minimum athlete representation of 20% as required by the USOPC Bylaws.</p> <p>In addition, two athlete representatives do not meet the eligibility requirements outlined in the USOPC Bylaws.</p>	<p>USA Team Handball will work swiftly to nominate the remaining open seats on all committees, as well as ensure the athlete representatives meet the eligibility requirements.</p> <p>Due Date: February 28, 2022</p>
Follow-up Level: Little Evidence of Compliance		
	USA Team Handball met with the Athlete Representative Review Working Group to request exemptions on July 27, 2022, in order to be in compliance with athlete representation requirements. As the decision report has not yet been provided by the Working Group, Audit could not determine remediation status.	
2	Board Composition – A.1 c	Management Action Plan
	<p>FINDING: USA Team Handball's Bylaws meet most of the requirements for the definition of independent perspective, however, they do not state that independent board members must continue to meet the definition of independent perspective for their entire term and any successive term.</p>	<p>USA Team Handball will update the bylaws accordingly.</p> <p>Due Date: February 28, 2022</p>

	<p>Additionally, USA Team Handball's Bylaws do not require an affiliate board position be added if an affiliate organization is identified.</p>	
	Follow-up Level: Compliant	
	<p>USA Team Handball updated the bylaws to include the required definition of independent perspective and to require an Affiliated Organization Director and is now compliant.</p>	
3	Bylaws – A.3 a	Management Action Plan
	<p>FINDING: There are elements missing from USA Team Handball's Bylaws in the following areas: conflict of interest, general requirements, board election and selection procedures, and committee requirements.</p> <p>This is a repeat finding. The previous audit noted that USA Team Handball's Bylaws were not in compliance with USOPC requirements.</p>	<p>USA Team Handball will update the bylaws accordingly.</p> <p>Due Date: February 28, 2022</p>
	Follow-up Level: Compliant	
	<p>USA Team Handball updated the bylaws to include the required elements and is now compliant.</p>	
4	Conflicts of Interest Policy – A.6 b	Management Action Plan
	<p>FINDING: There are elements missing from USA Team Handball's Conflict of Interest Policy in the areas of disclosures and resolution.</p> <p>USA Team Handball did not have a process for required individuals to annually disclose potential conflicts of interest. There were 37 individuals required to complete a Conflict of Interest disclosure form; of those, nine did not submit a completed disclosure form.</p> <p>Additionally, USA Team Handball does not have a formalized process to review the submitted conflict of interest forms. There was no evidence that tested forms were reviewed.</p> <p>This is a repeat finding. The previous audit noted issues with the conflict of interest forms not being completed or reviewed.</p>	<p>USA Team Handball has followed up with individuals on various committees and as of November 30, 2021, only one individual still needs to complete a conflict of interest (COI), and this individual will be suspended from their role until the COI is complete. Also, all signed COIs will be sent to the Judicial Committee for their review followed by a report to the board on the COIs.</p> <p>In the future, all COIs will be collected in August of each year to align with USA Team Handball's membership season, which begins September 1st of each year. This will ensure the organization is in compliance with the COI policy prior to the start of each membership season.</p> <p>USA Team Handball will update the COI policy accordingly.</p> <p>Due Date: February 28, 2022</p>
	Follow-up Level: Needs Improvement	
	<p>USA Team Handball updated the conflicts of interest policy to include the required elements and is compliant with this piece of the standard.</p>	

	Audit verified that USA Team Handball has implemented processes to ensure conflicts of interest disclosure forms are submitted and reviewed timely. However, the annual conflict of interest disclosure cycle has not concluded and therefore USA Team Handball has not been able to demonstrate that the updated processes are operating effectively.	
No Evidence of Compliance		
5	Board Development – A.3 b	Management Action Plan
	FINDING: USA Team Handball does not currently have a formal onboarding process for board or committee members.	USA Team Handball will implement an NGB-specific onboarding process for all new board and committee members. Due Date: February 28, 2022
Follow-up Level: Compliant		
USA Team Handball implemented a formal onboarding process for new board and committee members and is now compliant.		

FINANCIAL STANDARDS AND REPORTING PRACTICES

Needs Improvement		
6	Financial Policies and Procedures – B.1 b	Management Action Plan
	FINDING: USA Team Handball's payroll procedures are missing information on who is responsible for initiating or approving pay rate changes.	USA Team Handball will update its financial policies and procedures accordingly and ensure that Altruic (USA Team Handball's accounting firm that processes payroll) has the most up-to-date procedures. Due Date: February 28, 2022
Follow-up Level: Compliant		
USA Team Handball updated the financial policies and procedures to include the required elements and is now compliant.		
Little Evidence of Compliance		
7	USOPC Funding – B.1 c	Management Action Plan
	FINDING: The funding reports provided to the USOPC were incorrect and did not match the general ledger detail.	USA Team Handball will work with Altruic to ensure all incoming grants are appropriately tagged so any expenditures related to the grants can easily be tracked and tied back to the original grant. Additionally, the review process will be updated to reflect that the CEO prepares grant reports to be reviewed by the Audit Committee and will ensure that final grant reports submitted to the USOPC directly match the general ledger detail.

		Due Date: February 28, 2022
	Follow-up Level: Compliant	
	USA Team Handball updated its process and the general ledger matched the final grant report submitted for 2021. USA Team Handball is now compliant.	
8	Board Approved Budget – B.2 a	Management Action Plan
	FINDING: USA Team Handball's Board approved the budget three months after the start of the current year.	USA Team Handball has already submitted the first draft of a 2022 budget to the board for review. The finalized version will be adopted early in 2022, if not before. Due Date: January 31, 2022
	Follow-up Level: Compliant	
	USA Team Handball's Board approved the 2022 budget within one month of the start of their fiscal year and is now compliant.	

ATHLETE PROTECTION AND RIGHTS

Needs Improvement		
9	Anti-Doping Policies – C.4 a	Management Action Plan
	FINDING: USA Team Handball does not have formal policies and procedures to enforce anti-doping sanctions.	USA Team Handball will establish a formal policy to ensure compliance in this area. Due Date: February 28, 2022
	Follow-up Level: Compliant	
	USA Team Handball updated the Anti-Doping Policy to include the enforcement of anti-doping sanctions and is now compliant.	
No Evidence of Compliance		
10	USOPC Athlete Safety Requirements – C.3 a	Management Action Plan
	FINDING: USA Team Handball's Background Check Policy is missing elements related to applicability and timing Additionally, during a review of 41 individuals required to complete a background check, 12 individuals working in an official capacity with USA Team Handball had not completed a background screening.	USA Team Handball has followed up with individuals on various committees and as of November 30, 2021, only four individuals still need to initiate a background check and these individuals will be suspended from their role until the background screen is complete. All board and committee members now have active profiles through Sport:80 and will be automatically notified when their background check or SafeSport training is about to expire. USA Team Handball will review

	<p>This was also identified as a finding in the previous USOPC audit, though USA Team Handball had remediated it prior to the start of this audit.</p>	<p>background check status annually to ensure any upcoming expirations are noted and resolved before any lapses occur.</p> <p>USA Team Handball will update its background check policy accordingly.</p> <p>Due Date: February 28, 2022</p>
<p>Follow-up Level: Compliant</p>		
<p>USA Team Handball update the background check policy to include the required elements. In addition, Audit conducted follow-up testing and determined background checks were appropriately completed. USA Team Handball is now compliant.</p>		
11	Anti-Doping Policy Language – C.4 b	Management Action Plan
	<p>FINDING: USA Team Handball’s Bylaws do not have the required anti-doping language for NGBs with individual members.</p> <p>Additionally, USA Team Handball does not include the anti-doping language in the waivers signed by members.</p>	<p>USA Team Handball bylaws will be updated accordingly.</p> <p>USA Team Handball has already updated the wavier and anti-doping language is included. A copy of the updated waiver has been provided to NGB Audit.</p> <p>Due Date: February 28, 2022</p>
<p>Follow-up Level: Compliant</p>		
<p>USA Team Handball updated the bylaws and wavier to include the required language and is now compliant.</p>		

SPORT PERFORMANCE

<p>Little Evidence of Compliance</p>		
12	Event Sanctioning – D.4 b	Management Action Plan
	<p>FINDING: USA Team Handball's event sanctioning documents do not have the proper anti-doping protocol as required by the international federation.</p>	<p>For the audit period of 2021, USA Team Handball’s Event Sanctioning document does not meet the requirement. However, the document will be in compliance as of January 1, 2022, thus no remediation action is required.</p>
<p>Follow-up Level: Compliant</p>		
<p>No action was required from USA Team Handball as the Event Sanctioning Document met the requirements for 2022.</p>		
<p>No Evidence of Compliance</p>		
13	High-Performance Plan Submission – D.4 a	Management Action Plan

<p>FINDING: USA Team Handball did not provide its high-performance plan to the USOPC.</p>	<p>USA Team Handball high-performance plan is under development and will be completed prior to the end of the year or very early in 2022. USA Team Handball will work with USOPC Sports Performance to ensure timely submission of future high-performance plans.</p> <p>Due Date: January 31, 2022</p>
<p>Follow-up Level: Compliant</p>	
<p>USA Team Handball submitted the high-performance plan to the USOPC in January 2022 and is compliant.</p>	

OPERATIONAL PERFORMANCE

Needs Improvement		
14	Equal Opportunity – E.7 c	Management Action Plan
	<p>FINDING: While USA Team Handball provides an equal opportunity to participate as required, they do not provide anti-discrimination training.</p>	<p>USA Team Handball conducted a session with staff and volunteer leaders in November 2021 on our DEI action plan and anti-discrimination policy. Moving forward, this training will be done annually in September along with the start of our membership season.</p>
<p>Follow-up Level: Compliant</p>		
<p>USA Team Handball provided anti-discrimination training to all staff members and is now compliant.</p>		
15	Strategic Planning – E.8 a	Management Action Plan
	<p>FINDING: USA Team Handball does not consistently monitor and report progress against the strategic plan's measurable outcomes.</p>	<p>USA Team Handball will update the strategic plan to align with the current direction of the NGB and ensure progress reports are provided quarterly on both the strategic plan and the high-performance plan.</p> <p>Due Date: February 28, 2022</p>
<p>Follow-up Level: Compliant</p>		
<p>USA Team Handball implemented a quarterly review of progress against the strategic plan and is now compliant.</p>		
Little Evidence of Compliance		
16	Grievance Procedures – E.4 a & b	Management Action Plan
	<p>FINDING: There are elements missing from USA Team Handball's grievance procedures, including types of grievances, manner of filing, administration of the grievance, hearing panel composition, and hearing process.</p>	<p>USA Team Handball will update its grievance procedures accordingly and ensure they are being followed. USA Team Handball will implement a</p>

	<p>Additionally, USA Team Handball did not maintain adequate documentation of complaints filed by members against USA Team Handball or other members. There was insufficient documentation to verify complaints filed were handled in accordance with the procedures.</p> <p>The previous USOPC Audit noted two findings that have not been remediated. One finding was related to their grievance process; USA Team Handball did not update their procedures to include fair notice requirements. There were no grievances to test that fair notice was provided. One finding was partially remediated and related to conflict of interest disclosures for hearing panel members. USA Team Handball made some updates to their policy but further updates are needed.</p>	<p>tracking mechanism to ensure grievance documents are retained and appropriately accessible to critical staff.</p> <p>Due Date: February 28, 2022</p>
<p>Follow-up Level: Needs Improvement</p>		
<p>USA Team Handball updated the grievance procedures to include the required elements and updated its tracking process to ensure fair notice requirements are met which remediated the two prior audit findings.</p> <p>On the most recent grievance, USA Team Handball provided sufficient documentation which showed significant improvement, however, they did not follow the process outlined by their grievance procedures.</p>		
17	<p>Gender Equity – E.7 b</p>	<p>Management Action Plan</p>
<p>FINDING: USA Team Handball has established performance criteria that are the same for all national team athletes who are on the Delegation Event program. However, the criteria to qualify for Elite Athlete Health Insurance are not published online or in an athlete handbook.</p> <p>USA Team Handball will create an athlete agreement or handbook that includes criteria to qualify for Elite Athlete Health Insurance to ensure transparency in this process. Additionally, USA Team Handball will ensure the criteria is made available to athletes.</p> <p>Due Date: February 28, 2022</p>		
<p>Follow-up Level: Compliant</p>		
<p>USA Team Handball published its performance criteria to qualify for Elite Athlete Health Insurance on the website and is now compliant.</p>		
<p>No Evidence of Compliance</p>		
18	<p>Managerial Capability – E.1 a</p>	<p>Management Action Plan</p>
<p>FINDING: Through discussions with USA Team Handball management and various USOPC departments, Audit identified several concerns related to unreasonable and unplanned staff turnover and the historical inability of the board to refrain from involving themselves in the day-to-day activities of the organization.</p> <p>After years of high staff turnover and tumultuous board transitions, USA Team Handball has some stability heading into 2022. Ryan Johnson will be entering his second year as CEO, with Michael Wall in his third year as board president. Support from the USOPC, the International Handball Federation (IHF), and sponsors are projected to remain strong and will allow the staff to continue to develop a sustainable business model to support the ongoing activities of the NGB. The board was also reduced</p>		

	<p>from 11 seats to nine at the beginning of 2021, with no board turnover expected until the end of 2022. USA Team Handball will continue to prioritize employee engagement to reduce burnout and staff turnover by creating a more professional work environment and communication process with employees. USA Team Handball has engaged Employment Compliance Solutions which has enhanced employee engagement. Additionally, USA Team Handball will work with the USOPC to identify situations where the board may be infringing on management's authority and provide training and guidance as needed.</p>
<p>Follow-up Level: Needs Improvement</p>	
<p>While USA Team Handball has made significant improvements to their managerial capability, including creating an employee handbook, hiring new staff, adding staff resources, and maintaining and developing sponsor relationships, additional time is needed to show practices are sustainable and effective.</p>	

Additional updates on findings that have not been remediated will be provided in the NGB Certification Report.

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

APPENDIX A — FOLLOW-UP DEMONSTRATION LEVEL DEFINITIONS

Follow-up Demonstration Level Definitions	
Level	Definition
Compliant	NGB has implemented the action plan and now meets the requirements.
Needs Improvement	NGB has implemented part of the action plan but still needs to make minor improvements to meet all the requirements.
Little Evidence of Compliance	NGB has implemented part of the action plan but still has significant progress to make to meet all the requirements.
No Evidence of Compliance	NGB has not implemented the action plan and does not meet the requirements.