

U.S. Olympic & Paralympic
TRAINING CENTER

OPTC RATES & POLICIES

*An interactive guide
to making program
requests at the U.S.
Olympic & Paralympic
Training Centers*



The United States Olympic & Paralympic Committee operates high-performance U.S. Olympic & Paralympic Training Centers ("OPTCs") in Colorado Springs, Colorado and Lake Placid, New York. The elite training environments feature a talented network of scientists, doctors and athletic trainers, cutting-edge sports technologies, and state-of-the-art training and competition facilities that serve more than 20,000 athletes per year. National Governing Bodies ("NGB"), Paralympic Sport Clubs ("PSO"), and High Performance Management Organizations ("HPMO") may use and access the OPTCs through the submission of an OPTC Event Request and compliance with the terms of these Policies and any other USOPC requirements.

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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 1st

Lake Placid – Resident Athlete program begins May 1st

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.

TRAINING SPECIAL

A *Training Special* is defined as a program totaling less than five (5) individuals. Participants in a training special program may be on-site users, off-site (meal card) users, or facility users.

- All training special programs must be requested outside of a scheduled and approved short term camp/program.
 - Specifically, training special requests cannot be made in conjunction with a camp.
 - To request additional participants within a camp/program, please work directly with your Operations Coordinator.
- All training special requests must be submitted a minimum of three (3) business days prior to first participant's arrival.
- All training special requests should be less than five (5) individuals. For requests indicating greater than four (4) individuals, a short-term program request should be submitted no less than 30 days in advance.

USER DAYS

- Participants in a training special who are staying on-site may use allotted user days (Colorado Springs Training Center only at this time) provided by the Sports Performance Team. If an NGB has been allocated a User Day allotment from Olympic/Paralympic Sport Performance and plans to utilize those days for a request, please state that intention within the request itself.

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.

HOW TO REQUEST AN OPTC SERVICE



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HOW TO REQUEST OPTC SERVICES

Requests by an NGB/PSO/HPMO/ (as identified through the USOPC's High Performance Division) for OPTC Services will be submitted to Sport Performance and reviewed as part of the High-Performance Support process and, therefore, must be included in the NGB/PSO/HPMO's High Performance Plan. Any new requests for programs and/or addition of numbers to a program that is already funded are the fiscal responsibility of the NGB/PSO/HPMO making the request and will be charged at the applicable rate by the OPTC unless approved by Sport Performance for additional funding. Please allow a minimum of one week for Sport Performance to determine funding, if applicable.

All program requests not approved through the High-Performance Support process will be handled by the associated OPTC Operations Department through the submission of an OPTC Enquiry. The Event Request Form is subject to the terms and policies contained herein. Approval is subject to the OPTC approval in its sole discretion.

HOW TO SUBMIT AN OPTC ENQUIRY

For NGB/PSO/HPMO program/camp/event/sponsoring international guests

- Until further notice, for all program enquiries please reach out to the following people:
 - Colorado Springs -
 - Jenny Sternecker jenny.sternecker@usopc.org
 - Lake Placid -
 - Julie Marra julie.marra@usopc.org

HOW TO SUBMIT AN OPTC ENQUIRY Continued

For NGB/PSO/HPMO program/camp/event/sponsoring international guests

Submit a New Request

Until further notice, for all program enquiries please reach out to the following people:

- Colorado Springs -
 - Jenny Sternecker jenny.sternecker@usopc.org
- Lake Placid -
 - Julie Marra julie.marra@usopc.org

For international users, please note that the NGB/PSO/HPMO submitting the request for the international user or program will be responsible for paying the program invoice if the international user fails to do so.

The standard international user rates still apply to sponsored international guests and programs, including international insurance fees.

PROMOTIONAL MATERIALS OR COMMERCIAL ELEMENTS



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- Any requests to sell any merchandise must be included in the OPTC Request.
- Any requests to distribute promotional items must be included in the OPTC Request.
- All promotional materials of the Event must be submitted to the USOPC for review and approval. Inclusion of third-party marks that are competitors of USOPC sponsors is expressly prohibited. A current list of USOPC Sponsors is available upon request.

OPTC RATES AND PRICING



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OPTC RATES

Program requests will be either funded by Sport Performance through an HPP (High Performance Plan) or charged the nightly rate below based on rate category. Please note, if you have a signed contract with the USOPC, that supersedes all pricing listed henceforth.

RATES

Use Type	Domestic	Outside User
On-Site	\$90.00	\$125.00
Off-Site Meal Card User	\$45.00	\$80.00
Facility User	\$15.00	\$40.00
Meal Coupons	\$10.00 per person per meal	Not available for International participants

RATE CATEGORIES

Domestic Rate - \$90/night

- USOPC
- NGB
- PSO
- HPMO
- Coaching Education

Outside User - \$125/night

- Outside Users (Any non-NGB/USOPC requests)
- Panam Sports Organization
- International Guests

International Insurance Services

- **HSRI insurance is required for all international guests/users. The cost of HSRI will be added to daily rates.*

COLORADO SPRINGS

For an upgraded charge of \$35/person/night, programs may request that guests stay in a suite located in Building 8 and 10, based on availability.

LAKE PLACID

For an upgraded charge of \$40/person/night (domestic guests) and \$80/person/night (international guests), programs may request single rooms, requests will be granted based on availability.

Venue Usage

The rates listed below are for users that do not already have a program booked at the OPTCs. If a program is booked, meeting room and training facility usage is included in the program contract and fees.

RATES

Small Meeting Room	\$160 per day/\$80 half day
Medium Meeting room	\$320 per day/\$160 half day
Large Meeting Room	\$480 per day/\$240 half day

COLORADO SPRINGS

RATES

Gym	\$75.00 per hour
Strength and Conditioning	\$10.00 per hour per person
Indoor Pool	\$20 per hour per lane
Outdoor Pool	\$75 per hour
Theatre (call for outside rates)	\$500 per day or \$250 half day
Rotunda (call for outside rates)	\$900 per day or \$450 half day
Torch Lightning (call for outside rates)	\$1,500 each
Rooftop/Patio/Torch (call for outside rates)	\$2,250 per day
Visitor Center Total Buy Out	\$5,000 Peak/\$4,000 Non-Peak per day
Sport Experience	\$600-\$3,000 (based on availability)

LAKE PLACID

RATES

Gym/Bay	\$75.00 per hour
Event Set up/Tear Down	Call for Rates
Sport Experiences	Call for Rates

TRANSPORTATION RATES

RATES

Local Shuttle for training purposes	No charge
Vehicle Maintenance Fee (with OPTC program)	\$10 per day per vehicle (CS Only)
Airport Shuttle Service	Call for rates

- Please see Transportation Policy on pages 23-27 for more details

POLICIES



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POLICY STATEMENT

The allocation of financial resources, OPTC services, and OPTC space to NGB/PSO/HPMOs is aligned directly with USOPC Sport Performance. Space allocation at the OPTCs is prioritized, first, for those elite athlete NGB/PSO/HPMO programs that have been funded through the High-Performance Support process and, second, for NGB/PSO/HPMO programs that were a part of the High-Performance Plan but not funded. Once those NGB/PSO/HPMO program space needs are met, the OPTC then allocates space to all other program requests.

Once the overall OPTC High Performance Support process is approved by Sport Performance, NGB/PSO/HPMOs will be allocated a total amount of OPTC resources that can be used against the approved programs in their High-Performance Plan. Any changes to programming, dates, number of athletes, etc. that require a request for funding should be made to the OPTC, the OPTC will reach out to Sport Performance for funding and inform the NGB of funding status. The request must also remain consistent with OPTC policies and procedures, and the OPTC must have the space to accommodate the requested change. Sport Performance approval will also be required for any significant changes, such as a previously approved National Team camp changing to a U15 Developmental camp.

Damage Liability/Responsibility

NGB/PSO/HPMO is financially responsible for physical damage incurred during a user stay to any OPTC property.

Acknowledgement of Approval

- All Program Approval Forms will need a signed acknowledgement by the applicable deadline.
- NGB/PSO/HPMOs must approve all services listed and return the signed acknowledgement form to the OPTC for each program approval, at least 30 days prior (deadline based on program cost) to the start of the program.
- Failure to return the form by the indicated deadline on the acknowledgement form may result in cancelation of the program.

Program Cancellation Policy

Includes any/all camps, meetings, etc. utilizing any OPTC resource

- All programs will be subject to a fee of 25% of any number reductions or cancellations completed after the following deadlines, based on the overall value of the program.
 - If program value is less than \$5,000, a program may cancel or reduce numbers up to 30 days out from the program start date.
 - If program value is \$5,000 – \$30,000, a program may cancel or reduce numbers up to 45 days out from the program start date.
 - If program value is >\$30,000, a program may cancel or reduce numbers up to 60 days out from the program start date.
 - EXAMPLE (Cancellation): If a program is valued at \$10,000 and the program is canceled after the 45-day deadline, the NGB/PSO/HPMO will be charged \$2,500.
 - EXAMPLE (Reduction in Numbers): If a program is valued at \$10,000 and the NGB/PSO/HPMO reduces numbers after the 45-day deadline from 40 approved to 30 approved, the NGB/PSO/HPMO will be responsible for 25% of costs associated with the 10 people, in addition to the full costs of the 30 people in the program.
- All program approvals will include the program value for reference.
- Any late arrival or early departures need to be approved with your OPTC representative, as charges may be applied for the unused resources (i.e., bed night, meals, facility use, etc.) at the current OPTC rate.
- A program may request an increase in participant numbers up to 30 days prior to the first scheduled arrival. However, all requests should first be approved by the relevant OPTC staff to ensure space/services availability.
- The OPTCs may require NGBs/PSOs/HPMOs that have a history of delinquency on payments to the USOPC to prepay for all non-funded programs and guests. These NGBs/PSOs/HPMOs will be notified before booking the program that they are required to prepay.

Program Reduction in Numbers Policy

Includes any/all camps, meetings, etc. utilizing any OPTC resource

- All programs will be subject to a fee of 10% of any number reductions or cancellations completed after the following deadlines, based on the overall value of the program, charged to the NGB.
 - If program value is less than \$5,000, a program may cancel or reduce numbers up to 30 days out from the program start date
 - If program value is \$5,000 – \$30,000, a program may cancel or reduce numbers up to 45 days out from the program start date
 - If program value is >\$30,000, a program may cancel or reduce numbers up to 60 days out from the program start date
 - EXAMPLE (Cancellation): If a programs projected cost is \$10,000 and the program is canceled after the 45-day deadline, the NGB/PSO/HPMO will be charged \$1,000.
 - EXAMPLE (Reduction in Numbers): If a programs projected cost is \$10,000 and the NGB/PSO/HPMO reduces numbers after the 45-day deadline from 40 approved to 30 approved, the NGB/PSO/HPMO will be responsible for 10% of costs associated with the 10 people, in addition to the full costs of the 30 people in the program.
- All program approvals will include the program value for reference.
- Any late arrival or early departures need to be approved with your OPTC representative, as charges may be applied for the unused resources (i.e., bed night, meals, facility use, etc.) at the current OPTC rate.
- A program may request an increase in participant numbers up to 30 days prior to the first scheduled arrival. However, all requests will need to be approved by the relevant OPTC staff to ensure space/services availability.
- The OPTCs may require NGBs/PSOs/HPMOs that have a history of delinquency on payments to the USOPC to prepay for all non-funded programs and guests. These NGBs/PSOs/HPMOs will be notified before booking the program that they are required to prepay.

Funded programs

- If the NGB/PSO/HPMO cancels a program funded by Sport Performance prior to their deadline listed above (30-days, 45-days, or 60-days) from the start of the program, the funds will be returned to Sport Performance to reallocate in the same calendar year for any new NGB requests.
- If the NGB/PSO/HPMO cancels a program funded by Sport Performance within their deadline listed above (30-days, 45-days, or 60-days) from the start of the program, the NGB/PSO/HPMO will lose the funding for the canceled program and be held to the 25% cancelation fee, as listed above.

Change in Approved Program Dates Policy

- International Federation (IF) calendar/date changes will be supported by OPTCs but will be based on resource availability.
- All other date changes (non-IF related) will be reviewed by OPTCs based on subject resource availability.

OPTC Program Coordination Forms

- All OPTC forms (Program Roster, Transportation/Flight information, Housing Map, Program schedule) must be received by the Operations program coordinator at least 10 days prior to program start date to ensure the successful execution of program planning.
- NGBs/PSOs/HPMOs are encouraged to work with the OPTC Operations staff to avoid late submission of information. Late program submissions may result in the inability to fulfill the program request and/or fines of \$100/form/day to the NGB/PSO/HPMO.
- Changes are accepted up to 10 days from the program start date. Unusual circumstances due to injury, sickness or family emergency will be accommodated where possible.
- All changes and requests (housing, transportation, rosters, access, etc.) must be submitted no later than three days prior to the program's start date. If information is missing or changes are made within 72 hours of the start date, the OPTC reserves the right to decline any changes, cancel portions of the program, or cancel the entire program, with full costs charged to the originating party. Additionally, at the OPTC's discretion, a fine of up to \$250 may be imposed for late changes or missing information.
 - Exceptions to this policy include sickness, injury, family emergency or flight delay.

EVENT SECURITY

- A security officer(s) is(are) required for large competitions/events on the OPTC complex and the Velodrome or as deemed necessary, depending on the type of competition/event or the number of spectators in attendance.
- The cost of the officer is the responsibility of the competition/event organizer (i.e., NGB/HPMO).
- The hourly rates per officer (subject to change) for competitions and events are as follows:
 - \$23.73 per hour
 - \$35.70 per hour premium rate (holidays and 72 hours or less notice)

SPORT PERFORMANCE SERVICES, STRENGTH AND CONDITIONING & SPORTS MEDICINE

- OPTCs are available to coordinate:
 - Access to Sports Medicine & the Strength and Conditioning Facility
**in cooperation with the appropriate Sport Performance team*
- For the following services, please contact your relevant Sport Performance High Performance Director:
 - Nutrition
 - Psychology
 - Physiology
 - Performance Technology

OPTC Operations staff will coordinate any meeting rooms, venue spaces, and transportation requests required for all camps, events, and programs.

TRAINING VENUES

- Additional equipment, technology, branding and training tools need to be approved by OPTC management before being installed or added to any space around campus.
 - a. For requests, please reach out directly to the Operations Team
- Guests, of any athlete, coach, NGB staff and USOPC staff must always be supervised and under no circumstance are guests allowed on any training equipment. Guests should always be accompanied in training spaces.
- User is responsible for any guest while they are on complex and must ensure their guest(s) comply with the OPTC Code of Conduct.
- Coaches must be present at all training sessions and throughout the entire duration of the training session.
 - a. Private or individual coaches must be approved by the NGB/HPMO or OPTC management and adhere to all OPTC management policies, including Safe Sport training and background checks. Approval must be given at least 48 hours in advance
 - b. Written approval is required prior to the start of a training session.
- Coaches need to be alert, attentive and focused on their training sessions.
 - a. It is prohibited for any individuals involved in a training session (coach, athlete, NGB Staff, USOPC Staff, etc.) to bring a child/children with them, without a nonparticipant caregiver present for the duration of the training session.
 - a. For further explanation, please reference *the [Infant/Toddler/Child Policy](#)*

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)

TRANSPORTATION – Continued

- For all programs, transportation requests should be included on the Fillable OPTC Roster that is sent out to the program director once the program is approved.
- The LPOPTC will provide shuttles to the following locations during the hours listed below:
 - Albany International Airport, Montreal Pierre Elliot Trudeau International Airport, Albany Amtrak Train Station:
 - Airport Departure/Arrival times: 8AM – 9:30PM
 - Plattsburgh International Airport, Saranac/Lake Clear Regional Airport:
 - Airport Departure/Arrival times: 7AM – 9:30PM
 - Burlington International Airport – Under special consideration
 - Exceptions may be requested on a limited case-by-case basis but are not guaranteed.
 - For transportation to all airports other than those regularly serviced by the LPOPTC, the LPOPTC will coordinate transportation, but all costs will be the responsibility of the NGB.
- **Shuttles must have 2 or more passengers total** on the arrival/departure (If only one person is arriving, and only one departing, they may utilize one shuttle). Exceptions may be requested on a limited case-by-case basis but are not guaranteed.
 - Individuals under the age of 18 may not travel alone in a vehicle with a driver – there must be another adult, or one other minor present.
 - Shuttle drivers are permitted to wait in Albany for 2 hours between a drop off/pick up to eliminate the need for 2 separate shuttles.
 - The LPOPTC reserves the right to retroactively charge a program/NGB for a shuttle if individuals who are signed up don't utilize the requested shuttle, causing the shuttle to only have one individual. This does not include absence due to unexpected delays/cancellations.
 - Single person shuttles will be provided to Saranac Lake.
 - Single person shuttles may be requested for all other locations at a cost of \$250 per trip but are not guaranteed and are only for participants over the age of 18.
- All shuttles utilizing USOPC vehicles **MUST** be booked through the OPTC Operations Staff and cannot be set up privately with the drivers.
- The maximum capacity for an OPTC Van is 11 passengers (with limited luggage space)
 - Shuttles requiring a vehicle larger than an/multiple 11-passenger van/s, that have been requested at least 7 days out, may be booked through an outside transportation company. (Coxsackie Transport) This will be arranged by the OPTC.

TRANSPORTATION – Continued

- In the case that no driver is available, or a shuttle is limited to just one individual, attempts will be made to have a vehicle driven to/from the destination using a vehicle swap.
 - USOPC Vans may only be driven by USOPC employees or approved NGB staff
 - USOPC Fleet Vehicles may only be driven by USOPC employees or approved NGB staff
 - If a vehicle swap is approved:
 - The Program Director/USOPC must agree on who is driving, where the vehicle will be parked, and who is responsible for gas/parking fees.
 - A "Dropping off a Vehicle at the Airport" form must be filled out ahead of time and picked up by the driver at the Front Desk when they receive the keys.
 - All directions on the above form should be followed by both drivers.
 - Upon the return of the vehicle, keys should be returned to the Front Desk immediately.
- Individuals who are not signed up for a shuttle WILL NOT be permitted aboard said shuttle. This does not include last minute additions due to flight delays/cancellations.
- Only individuals who are registered guests (housing/meals/facility use) or employees of the USOPC/Lake Placid OPTC are permitted aboard USOPC shuttles.
- Cancellations/Delays: LPOPTC Drivers are permitted to wait for delayed flights at the airport for 3 hours past the original scheduled arrival time. Once 3 hours has passed, the shuttle will be cancelled/rescheduled, and the driver will return to Lake Placid.

TRANSPORTATION – Continued

VEHICLE REGISTRATION POLICY

- Vehicles should be picked up on the scheduled date and time of the reservation. Any vehicle not picked up on the scheduled date will result in the loss of use of the vehicle. Exceptions include a delayed flight in which the arrival occurs a day later than expected.
- All drivers must have a valid US driver's license and must be a coach or staff member.
- Athletes are not allowed to drive USOPC vehicles.
- Vehicles must be returned with a full tank of gas and in the same condition it was received.
 - IF returned without a full tank of gas, the NGB/HPMO/user will be charged the cost of the gasoline plus a service charge of \$25/vehicle.
 - IF returned dirtier than checked out (i.e., trash inside, spills, sand and mud on the interior) are subject to a cleaning fee of \$25/vehicle.
 - IF an infraction is given while the vehicle is in use (parking, speeding, etc.), it is the responsibility of the NGB/Driver to rectify the infraction within the given timeline on the infraction.
 - IF the driver damages the vehicle, the driver is responsible for damages or \$1,000 deductible. If the damages are less than the deductible, the driver is responsible for the expense.

COLORADO SPRINGS

- Key pickup and paperwork can be picked up at the transportation building prior to 5:00 pm. After 5:00 pm or on the weekend pick up will take place at the OPTC registration desk.
- Vehicles should be requested 30 days prior to the start of your camp through your Operations program coordinator.
- If a vehicle is involved in an accident, it is to be reported to the Athlete Center 719-866-4444 and CSOPTC Security 719-866-4570 immediately

LAKE PLACID

- Key pickup and paperwork will always take place at the registration desk.

TRANSPORTATION – Continued

VEHICLE RESERVATION/USE

- An NGB/Training group must request vehicle(s) use with initial submission of training program request.
- The designated driver(s) must complete a Vehicle Authorization Form and present a valid U.S. drivers license prior to vehicle being released.
- By signing the Vehicle Check out form the driver accepts responsibility for the stated vehicle in the condition as indicated and has confirmed the odometer reading and fuel level.
- Each vehicle is supplied with proof of vehicle registration, insurance and an accident packet.
- If the vehicle is involved in an accident, it must be reported to departments listed in the accident packet supplied with the vehicle. The accident report should be filled out at the time of the accident, collecting all the information as possible for all parties involved. The group to which the vehicle is assigned may be responsible for any insurance deductibles as applicable.
- The vehicle is to be returned on/by the return date/time as indicated on the Vehicle Check out form. It is to be returned with a full tank of fuel, clean of any excessive trash.

LAKE PLACID

- Vehicles are to be parked in the designated LPOPTC Fleet spaces at Training Center.
- The designated driver must pick up and drop off the vehicle keys each day to the Front Desk, unless otherwise directed by Operations Staff.

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:
 - Background Check and Safesport training through the respective NGB of the parent-athlete.
 - OPTC paperwork, emailed to Caregiver by OPTC Operations once Caregiver is identified by the respective NGB.
- Process of confirming a Caregiver:
 - The NGB facilitates all access requirements for Caregivers and infant/toddler/child guests with OPTC Operations.
 - The NGB informs OPTC Operations of any Caregiver and infant/toddler/child that needs access.
 - The NGB adds Caretaker to the program roster.
 - 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.

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.
- Guests are not permitted in the sports medicine clinic with athletes unless they meet clinic guidelines (parent accompanying minor, etc.) or approved by sport medicine providers.

COLORADO SPRINGS

- For all participants and staff staying onsite at the CSOPTC, an email notification is required to be sent to 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.

Guest and Staffing Policies for MINORS

1. No one under 12 years of age shall be allowed to reside as an onsite guest at the OPTC.
2. 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
3. Required adult staff to minor athlete ratio staying onsite is as follows:
 - 12 years – 13 years old = 1 adult per 12 minors
 - 14 years + = 1 adult per 20 minors
 - *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.
4. 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.
 - 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

USOPC ATHLETE SAFETY

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 must notify the OPTC Operations staff of any II Athletes who will be attending a camp/program at the OPTC, prior to their arrival.

TEMPORARY MEASURES, SANCTIONS, AND ALLEGATIONS OF SEXUAL MISCONDUCT

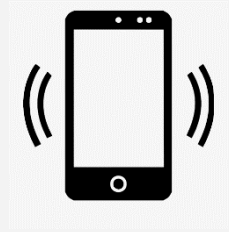
1. NGBs must notify the OPTC of any individual it intends to send to the OPTC who has temporary measures, a safety plan, or sanction in place by the NGB or the U.S. Center for SafeSport as it relates to a finding and/or allegation of a violation of the SafeSport Code.
2. NGBs must notify the OPTC of any individuals it intends to send to the OPTC who are 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.
3. 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.
4. 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.

KEY CONTACTS



U.S. Olympic & Paralympic
TRAINING CENTER

KEY CONTACTS



If you have questions, please reach out to the appropriate front desk.

COLORADO SPRINGS

Front Desk

719-866-4444

LAKE PLACID

Front Desk

518-523-2600