



U. S. NATIONAL RACQUETBALL TEAM

POLICIES, PROCEDURES, & PROTOCOLS HANDBOOK

Effective June 1, 2023



Member



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Dear U.S. National Team Qualifier,

Congratulations on qualifying to become a member of the 2023-24 United States Adult National Racquetball Team. USA Racquetball (USAR) will be extremely proud to have you represent the United States racquetball community in both national and international competitions. Once you sign the U.S. National Racquetball Team Contract, you, your fellow team members, and USA Racquetball commit to working with one another to field the best possible teams for international competitions. The next year promises to be exciting and demanding for you in your role as a racquetball ambassador. You play an integral part in molding the future development of our sport.

Once individual(s) have officially qualified to be on the U.S. National Team, the General Athlete Information Form (Appendix A); the U.S. National Racquetball Team Contract (Appendix B); and the Receipt of Policy, Procedures, & Protocol Handbook (Appendix C) must be signed/sent to USA Racquetball within fourteen days of being provided the above referenced materials.

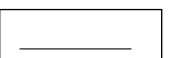
The handbook should be carefully reviewed and understood before you sign the contract. If you have any questions, please contact one of us or a USA Racquetball athlete representative.

Again, congratulations on qualifying to be a member of one of the world's premier racquetball teams.

Sincerely,

Stewart Solomon
President
USA Racquetball
president@usaracquetball.com

Larry Haemmerle
Chairman, U.S. Team Committee
USA Racquetball
ed@usaracquetball.com
(719) 635-5396



U.S. NATIONAL RACQUETBALL TEAM

I CODE OF CONDUCT

A. Basic Principle of Conduct

Conduct yourself at all times in such a manner to bring credit and honor to yourself, your teammates, USA Racquetball, and the United States of America.

B. Specific Principles of Conduct

1. Players must attend all scheduled practices. Any exception to this rule must be approved in advance by the head coach. For competitions, see (B.3. "Forming a Competition Team") of this handbook.
2. Players are required to pursue all physical conditioning and on-court activities as designated by the coaching staff, unless medically excused.
3. All injuries, rehabilitation, or physical therapy issues must be reported immediately to the head coach/coaching staff.
4. Players must follow the rules established by USA Racquetball, various venues, and organizations (e.g., International Racquetball Federation, clubs, U.S. Olympic & Paralympic Training Center, medical facilities, gyms, etc.) when using/dealing with their facilities.

C. Staff and Team Positions

1. The Executive Director is the official liaison between the team members/coaches/staff and the USAR Board of Directors. Any questions regarding travel, USAR procedures, etc. should be directed to the Executive Director. The Executive Director will direct questions/issues as necessary.
2. A team leader will be appointed for each team event as required or determined by the U.S. Team Committee and approved by the USAR Board of Directors. The team leader will coordinate housing, travel arrangements, communication to the team and act as the primary liaison between USAR and the Coach. On specified trips, the Coach may also assume team leader responsibilities.
3. The team shall each select two captains (one of each sex) before competition begins at each event. The captains are the official liaisons between the team and the coaching staff. While the head coach/team leader and staff are responsible for ensuring team members follow the rules and regulations governing the team, the captains should assume a leadership role in encouraging all team members to follow these rules and regulations.

D. Practice, Clinics, and Events/Function Attendance

1. Every team member must be ready to practice and participate in practice according to the coaching staff's schedule.
2. Players must report injuries or sickness to the coach immediately after the occurrence and prior to the beginning of practice.
3. Players, at times, may be asked to participate in clinics, exhibitions, or demonstrations.
4. Attendance at all individual and team meetings called by the coaching staff is mandatory.
5. The U.S. Team Committee shall be notified as soon as a U.S. Team member feels there may be an absence from a required event. Excused absences may include, for example, illness, death of a family member, or pregnancy. Unexcused absences may include, for example, employment issues or other plans, events or obligations. Determination of excused/unexcused absences will ultimately be decided on a case-by-case basis by the U.S. Team Committee and ratified by the USA Racquetball Board of Directors.
6. If a player resigns from the team, information regarding the resignation will be submitted to the U.S. Team Committee. A player who resigns may be at risk of being ineligible to qualify for the next U.S. Team.

E. Uniforms/Attire

1. Proper uniforms, as designated by USA Racquetball, must be worn. The Head Coach or Team Leader will communicate to the team prior to the beginning of each event which additional apparel is acceptable to be worn (e.g., USA apparel from previous years). In all cases, the current official team apparel must be worn during semifinal and final matches.
2. The player is responsible for bringing all their team uniforms and equipment, including ample strung, ready-to-play racquets. The player is responsible for maintaining practice uniforms and equipment in good repair. Notify the coaching staff if a problem arises.
3. No part of any uniform or equipment may be altered, except for normal alterations for length, waist, etc. For example, the addition of other logos and sponsors are not permitted on any apparel or accessories (e.g., hats, socks).
4. Official team warm-ups must be worn during award ceremonies, team and individual photographs, and interviews. Chewing gum or wearing hats, sunglasses, or open-toed shoes during these events are not permitted.
5. For award banquets, receptions, team dinners, and other occasions, appropriate clothing must be worn. Final decisions regarding dress standards at such events will be the

responsibility of the Head Coach or Team Leader.

6. Current team uniforms and clothing may not be given, traded, or exchanged with other countries until the completion of competition.
7. The player must wear only authorized team clothing in any photographs or news releases published in relation to official U.S. Team functions. When it is likely photos may be taken for publication on social media, websites, etc., official apparel must be worn, e.g., match competition, official photographs, media events/press conferences, meetings where athletes are representing USAR/the U.S. Team. At international competitions, the coach and team leader will provide guidance on what activities will apply, and when. With local events, common sense applies.
8. All official photographs taken by an official USAR photographer are completely owned by USA Racquetball.

F. Competitive Rules/Policies

1. Follow the specific protocols determined prior to competition.
2. No individuals may participate in the promotion of sponsors, racquets, camps, clinics, etc., while at an international U.S. Team competition unless cleared in advance by USAR.
3. During a match (either as a player or spectator), everyone must follow the rules of the game specific to the event attending (USAR or IRF), and any conduct or behavior deviating from those rules will be subject to disciplinary review.
4. Any disagreement among players and/or coaches must be resolved during timeouts or at the end of the game in a non-public setting.
5. Players are responsible for refereeing as required according to the format of the event. In certain situations, the player or the coaching staff may find a substitute referee, but it remains the player's responsibility to either referee or else immediately inform the head coach and the tournament director of the substitution.
6. Good sportsmanship is required during all competitions.

G. Ceremonies, Award Presentations, and News Conferences

1. Team members will attend all opening and closing ceremonies and award presentations. Stand at attention for national anthems of all countries. Be respectful - talking, fidgeting, phone use, etc. is not acceptable.
2. The official team uniform/warm-up of the event must be worn. The Head Coach/Team Leader will communicate this to the delegation prior to the beginning of the event (see V. Player Responsibilities) for further information.

3. Protocol and conduct requirements of the local organizing committee must be followed.
4. Appropriate clothing must be worn for award banquets, receptions, team dinners, and all other occasions. Appropriate clothing is defined as business casual or more formal. Apparel will be clean, neat and in good repair as befitting a representative of one's country. Local customs may dictate the wearing of more formal attire. Communication of final decisions about appropriate dress will be the responsibility of the Head Coach/Team Leader prior to the beginning of the event.
5. Players and/or coaches, as requested, may be required to attend news conferences. If a news conference is scheduled that would interfere with an athlete's match schedule or preparation, they would not be required to attend.

H. Alcohol, Drug Policy, and Drug Testing

1. USA Racquetball follows the guidelines as set forth in the USOPC Drug Control Program as administered by the United States Anti-Doping Agency (USADA). Every Team member will receive appropriate literature from USADA as it relates to doping and current USADA/International Olympic Committee banned substances.
2. When competing as part of the U.S. Team at international events, players who are under 21 years of age may not consume alcohol. Alcohol consumption by U.S. Team members is restricted from 24 hours prior to the event's (not the player's or team's) first scheduled match until the conclusion of the awards ceremony. While alcohol consumption is usually permitted at adult award banquets after competition, players who choose to drink are expected to drink responsibly and always behave in a respectable manner.
3. Player must submit to USADA and WADA testing when required as well as complete all necessary paperwork. This may require advanced submission of daily reports including all activities as well as random drug testing.
4. USAR, the USOPC, and USADA may drug test any athlete at random during a competitive event or at a training camp. The World Anti-Doping Agency (WADA) or any other doping agency affiliated with the IOC may also test athletes. Tests may come with advance notification or be of the No-Advanced-Notice (NAN) variety in accordance with USADA protocols and with adherence to athlete rights.
5. A complete list of USADA protocols, forms, and a list of banned substances may be obtained at the USADA website (usada.org).



I. SafeSport/Background Check

Athletes must complete SafeSport training and a background check within 30 days of accepting a position on the U.S. Team.

J. Travel Rules

1. For safety and security, when in public outside of racquetball venues, team members should avoid wearing USA apparel.
2. Punctuality is mandatory.
3. Anyone (or any subgroup) who wants to depart from the group, in an airport, hotel, bus terminal, etc. or at any time during the trip must notify a staff member where they will be and how long they will be gone.
4. All members of the team are required to have a current U.S. passport and have it with them for all competitions outside the United States. The expiration date must be at least six months after the last date of a scheduled competition.
5. The Coach and/or Team Leader will assign roommates.
6. At designated events, athletes may receive a per diem to assist with food and other expenses.
7. Events designated for stipends will be determined by the U.S. Team Committee and recommended to the Board of Directors for decision.
8. Coaches and staff will designate curfew times on an event-by-event basis. They will be enforced. Any variance (e.g., a scheduled late match) requires approval from a U.S. Team coach. Violation of these times will be penalized in accordance with established rules.

K. Post Team Event Evaluation

Each athlete is required to complete a Post-Event Evaluation Survey and submit it to the U.S. Team Committee Chairperson within fourteen (14) days after the last day of the event.

L. Additional Benefits for U.S. Team Members

- Reimbursement of first division entry fees at USA Racquetball events
- Renewal of USA Racquetball annual membership
- Eligible for Elite Athlete Health Insurance (EAHI) as determined by the U.S. Olympic & Paralympic Committee (USOPC) based on performances at U.S. Team qualifying events:

Per the USOPC, Elite Athlete Health Insurance (EAHI) eligibility will be evaluated as of January 1 and June 1, 2023, and will be offered based on meeting the criteria outlined below:

For the period January 1, 2023 –May 31, 2023

Athletes who were named to the National Team from January 1, 2023 - May 31, 2023, and offered EAHI will continue to receive EAHI for this period.

For the period June 1, 2023 - December 31, 2023

Athletes will qualify for EAHI by:

- Winning the National Doubles Championship (February 2023) in Men’s, Women’s, or Mixed Doubles in the Team Qualifying Divisions; or
- Winning the National Singles Team Qualifying Division (May 2023) in Men’s or Women’s Singles

M. Athletes' Bill of Rights and Due Process

Every member of the U.S. Team should become familiar with the "Player’s Bill of Rights" as described in the USA Racquetball Bylaws. The Player’s Bill of Rights guarantees equal opportunity to all athletes to participate in athletic competition. Every athlete is guaranteed due process with fair notice and an opportunity for a hearing before being declared ineligible for competition.



II U.S. NATIONAL RACQUETBALL TEAM EVENT SELECTION

A. Player Pool

1. All athletes must be U.S. citizens.
2. Actual membership on the U.S. National Racquetball Team is not confirmed until the athlete and a USAR representative have both signed the U.S. National Racquetball Team Contract.
3. Unless otherwise provided for herein, the terms of all athletes on the U.S National Racquetball Team run from June 1st following their qualification for the Team through May 31st of the following year.
4. The U.S. National Racquetball Team singles pool for each sex is comprised of a maximum of four (4) athletes as identified in Section II. These athletes will receive invitations to join delegations as singles players in the following priority order, for each sex:
 - 1) National Singles Champion
 - 2) National Singles Runner-Up
 - 3) National Singles Third Place
 - 4) National Singles Fourth Place
5. The U.S. National Racquetball Team doubles pool is comprised of four (4) athletes (National Doubles Champion Team and National Doubles Runner-Up Team) in each of Men's Doubles, Women's Doubles, and Mixed Doubles.

B. Forming a Competition Team

1. Generally, the players selected for the men's or women's competition team should come from their respective singles and doubles pools. The actual number of players who comprise the competition team will be determined by the USAR Board of Directors for each competition. Therefore, a competition team might consist of two singles players plus a doubles team (four total persons) or possibly as few as two players who may be asked to play both singles and doubles. Delegations are subject to U.S. Team Committee approval and ratification by the USAR Board of Directors including any case-by-case situations that may arise.
2. It is mandatory that U.S. Team members compete in all Operation Gold events (by invitation, based on player pool selection). If there are no Operation Gold events scheduled June 1st-May 31st of any given year, Team Members are obligated to compete in at least one event that year. If an invitation is not extended, members will not be penalized for non-participation.
3. Should a player decline to play singles at a competition, the Head Coach will select another player(s) from the current singles pool to complete the competition team singles roster. The order for selecting other players from the singles pool is covered in Team Event Selection, Player Pool. If necessary, the players in the doubles pool may

also be selected once the entire singles pool has been exhausted without having completed the singles roster. If the entire team pool is exhausted, the Head Coach will form the strongest competitive delegation possible.

4. The U.S. Team Head Coach should fill the competition doubles team position by selecting the National Champion Doubles Team. If both players on that team cannot go or decline, then the National Doubles Runner-up Team will go. However, if one player from the National Champion Doubles Team doesn't want to go, or elects to play only singles and thus abandons their doubles partner, then the Head Coach, in close consultation with the remaining doubles player, should conduct a broad search for the best possible partner for the abandoned partner without any restriction as to the new partner chosen. This same procedure is used to form the competition doubles team in the event that the National Champion Doubles Team declines and one of the National Doubles Runner-up Team partners abandons the other. If no players from either doubles team decide to go or else decline, then the Head Coach is empowered to conduct as broad a search as possible for the best possible doubles team.
5. It is also possible that one or more players may qualify as both a singles and doubles player and may be required to play more than one division. With the agreement of the Head Coach, that player may request, on an event-to-event basis, to play either singles or doubles or both. As a condition of participation in the event, a player may be required to participate in more than one division. The Head Coach may ask other players whether they want to play both singles and doubles. Athletes' decisions/preferences along with the requirements of a competition may also affect the selection procedures described above.
6. If a player, after qualifying for the US Team, sustains an injury or develops a condition that prevents them from potentially competing at a level previously exhibited prior to the injury or condition occurring, the player may be disqualified from one or more competitions based on a consensus decision involving the player, the player's physician(s), the U.S. Team Coach, and the U.S. Team Committee, with the final decision resting with the USA Racquetball Board of Directors.



III. PENALTIES

Athletes will be accorded due process as required by the USAR Players' Bill of Rights in all disciplinary actions. With the approval of the Board of Directors, the U.S. Team Committee will deliberate on assigned penalties.

Examples of Penalties

Penalties include, but are not limited to, examples such as:

- Sexual misconduct or other criminal behavior
- Illegal drug use
- Consumption of alcohol when not permitted
- Unsportsmanlike conduct (e.g., swearing on court; any unsportsmanlike conduct that results in a technical foul; aggressive behavior; any disqualification from a match)
- Intentionally losing a match
- Coaching or actively supporting a player from another team
- Failure to follow proper protocols/rules/regulations
- Disrespect toward staff/coaches/teammates, et al.
- Wearing unauthorized apparel/accessories or altering official apparel/equipment
- Failing to follow room/curfew regulations

Penalties for Infractions

Penalties for infractions are at the discretion and judgment of the U.S. Team Committee and approved by the Board of Directors. Examples of penalties may include but are not limited to:

- Written reprimand/warning
- Probation, length of which may vary
- Suspension from U.S. Team competitions, length of which may vary
- Suspension from USA Racquetball sanctioned events, length of which may vary
- Disqualification for consideration for USA Racquetball awards/recognition



IV. CONTRACT ACCEPTANCE / APPENDICES COMPLETION

Once individual(s) have officially qualified to be on the U.S. Adult National Team, the General Athlete Information Form (Appendix A); the U.S. National Racquetball Team Contract (Appendix B); and the Receipt of Policy, Procedures, & Protocol Handbook (Appendix C) must be signed/sent to USA Racquetball within fourteen days of being provided the above-referenced materials.

Reminder: Section 1, Item I:

Players must complete SafeSport training and a background check within 30 days of accepting a position on the U.S. Team.

APPENDICES

A – General Athlete Information

B – U.S. National Racquetball Team Contract

C – Receipt of Policies, Procedures, & Protocols Handbook

APPENDIX A

UNITED STATES RACQUETBALL TEAM

GENERAL ATHLETE INFORMATION

Submit to:
USA Racquetball
Please type or print legibly.

Name of Athlete _____

Date of Birth (mm/dd/yyyy) _____

Address/City/State _____

Work Phone _____

Mobile Phone _____

E-mail Address _____

Please provide a close-up (head/shoulders) digital photo for promotional purposes.

Change of address – please notify the National Office of any change of address or contact information.

Full Name on Passport _____

Passport Number _____ **Date of Expiration** _____

Email a copy of the inside cover page (the one with your photo, name, and expiration date) of your passport to the National Office.

Emergency Contact

Name _____

Relationship _____

Address _____

Phone # _____

Uniform Sizes: (if a female athlete, supply both women's and unisex sizes.)

T-Shirt:

Short/Skort:

Warm-up Jacket:

Warm-up Pants:



APPENDIX B



UNITED STATES NATIONAL RACQUETBALL TEAM

U.S. TEAM CONTRACT

Agreement is entered into this _____ day of _____, 20____, between USA Racquetball (USAR), a Colorado corporation, having its principal office at 1661 Mesa Ave., Colorado Springs, CO 80906, and _____ (team member). It is agreed:

- 1.0 Responsibilities of the Team Member. The team member, having been identified by USAR as eligible to serve as a member of the 2023-24 United States National Racquetball Team, shall represent USAR and serve as a member of the United States Racquetball Team. The team member shall participate in all activities as may be designated by the coaching staff including, but not limited to, participating in racquetball tournaments to which the U.S. National Racquetball Team has been invited. In addition, the member shall at all times:
 - 1.1 Abide by USAR Bylaws.
 - 1.2 Abide by rules of eligibility in the sport of racquetball as may be adopted from time to time by the International Racquetball Federation and USAR.
 - 1.3 Read and adhere to the information provided in the U.S. National Racquetball Team Policy, Procedure, & Protocol Handbook.
 - 1.4 Promote USAR and racquetball and participate in promotional efforts as outlined in the Policies, Procedures, & Protocols Handbook.
 - 1.5 Perform such other duties as may be required by USAR or by the coaching staff or team liaison with guidance of the U.S. National Team Committee.
 - 1.6 Participate in and support the procedures of all training programs and competitions as outlined in the Policy, Procedure, & Protocol Handbook.
 - 1.7 Submit to USADA and WADA testing when required as well as complete all necessary paperwork. This may require advanced submission of daily reports including all activities as well as random drug testing.

1.8 Complete SafeSport training and a background check within 30 days of accepting the position on the Team.

2.0 Responsibilities of USAR. USAR shall:

2.1 Provide opportunities for the team member to demonstrate racquetball skills.

2.2 Provide no payment or benefits that might in any way jeopardize the eligibility of the team member to play for the U.S. National Team.

3.0 Indemnification

3.1 USAR shall not be responsible for any losses, claims, damages, or injuries to the team member or the team member's equipment or property unless those losses, claims, damages, or injuries relate to the negligent acts or omissions or willful misconduct of USAR.

3.2 The team member shall be responsible and liable for, and agrees to indemnify and hold harmless, USAR and its officers, directors, employees, and agents for any and all losses, damages, claims, and injuries arising out of injury or damage to the team member, to other team members, to third persons and to equipment and property of the team member and others which is the result of negligent acts or omissions or willful misconduct of the team member.

3.3 USAR shall give team members notice of any claims against it.

4.0 Term - This agreement shall be in effect from June 1, 2023 through May 31, 2024.

5.0 Amendment - This agreement may be altered or amended at any time by the mutual agreement of USAR and the team member.

6.0 Non-Exclusivity - This is a non-exclusive agreement and, therefore, USAR may enter into similar agreements with other racquetball athletes.

7.0 Force Majeure - Both USAR and the team member shall be relieved of their obligations under this agreement in the event and to the extent that performance of those obligations is unavoidably delayed or prevented by acts of God, public enemy, war, civil disorder, fire, flood, explosion, riot, labor disputes or strike, any act or order of any governmental authority, or any other causes, whether similar or dissimilar, beyond their control.

8.0 Assignment - The team member may not assign or otherwise transfer any rights or obligations of the member under this agreement.

9.0 Waiver - The right of USAR or the team member to require strict performance and observance of any obligations under this agreement shall not be affected in any way by any previous waiver, forbearance, or course of dealing.

10.0 Governing Law - This agreement and any disputes arising under it shall be governed by the laws of the State of Colorado.

11.0 Termination

11.1 USAR may terminate this agreement and remove the team member from the United States Racquetball Team by written notice to the team member upon occurrence of any of the following events:

11.1.1 The team member's failure to qualify as an eligible competitor under the International Racquetball Federation or USAR rules.

11.1.2 The team member's continuous illness or incapacity for a period in excess of 120 days.

11.1.3 The insolvency, dissolution, or termination of existence of USAR.

11.1.4 A determination by USAR that the member has failed to perform his or her duties under this agreement with reasonable diligence or, in USAR's view has acted in a manner contradictory to the best interests of USAR and the sport of racquetball.

11.2 The team member may terminate this agreement by giving 30 days' written notice to USAR.

11.3 If this agreement is terminated by the team member or USAR, all clothing, equipment, or other materials supplied to the athlete during the agreement period must be surrendered to USAR within two weeks of official notice.

12.0 Headings - The headings and number appearing in this agreement have been inserted as a matter of convenience, and this agreement is not to be construed with reference thereto. If there is any conflict between such numbers and headings and the text of this agreement, the text will control.

13.0 Entire Agreement - This agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter, whether oral or written.

IN WITNESS WHEREOF, the parties to this agreement have entered into it on the day and date first written above.

By _____
U.S. National Team Member

By _____
Executive Director, USA Racquetball

By _____
Parent or Legal Guardian if U.S. National Team member is under 18 years of age.



APPENDIX C

**UNITED STATES NATIONAL RACQUETBALL TEAM
Receipt of Policies, Procedures, & Protocols Handbook**

On this the _____ day of _____, 20____, I,

_____ (team member) have received the **U.S. NATIONAL RACQUETBALL TEAM POLICIES, PROCEDURES, & PROTOCOLS HANDBOOK.**

I understand the stated responsibilities and acknowledge receipt of the U.S. National Racquetball Team Policies, Procedures, and Protocols Handbook. I agree to read and adhere to the information provided.

By _____
U.S. National Team Member

By _____
Executive Director

By _____

Print Name _____

Parent or Legal Guardian if U.S. National Team member is under 18 years of age.

