

Virtual USAT Board Meeting Minutes

Location	Date	Time	Format
Slack Channel	November 15, 2023	N/A	Virtual

In Attendance

Board Members Present		
Joel Rosinbum	Chair	Present
Henry Brandon	Vice Chair	Present
Chuck Graziano	Secretary	Present
William Huffman	Treasurer	Present
Gabriela Gallegos	Director	Present
Erin Storie	Director	Present
Keri Serota	Director	Present
Colonel Yvonne Spencer	Director	Present
Felix Stellmaszek	Director	Present
Scott Sternberg	Director	Present
Alyssa Seely	Ex-Officio	Present
Katie Zaferes	Director	Present

Approval to Approve SOP for Selection Process:

MOTION			
To Approve SOP for the Selection Process (SOP Attached to these minutes).			
CARRIED			



Selection Procedures Standard Operating Procedure
Dated November 14, 2023, to be implemented starting January 1, 2024

1. Introduction and Purpose.

Pursuant to US Olympic and Paralympic Committee (“**USOPC**”) Bylaw 8.5.1 (updated April 1, 2023)(“**USOPC Bylaws**”), USA Triathlon (“**USAT**”) provides this Standard Operating Procedure (“**SOP**”) to govern and be incorporated into all selection procedures for the selection of those members of the task forces involved in the selection of USAT Elite athletes that participate in Protected Competition, which is either Delegation Events or Qualifying Competition (individually “**Selection Procedure**” and collectively “**Selection Procedures**”). See USOPC Bylaw 1.3, Definitions.

USAT’s High Performance (“**HP**”) staff create development programs and support elite and upcoming athletes in pursuing their athlete dreams and, as such, manage USAT’s pipeline for elite triathletes. HP staff specialize in providing expert support to these elite triathletes and are actively involved in the development and creation of these Selection Procedures in partnership with the USOPC and USAT Athletes’ Advisory Committee (“**AAC**”).

The USAT Bylaws (updated September 2023) provides that the AAC “shall be a forum to provide a comprehensive means of communication between athletes and USA Triathlon. The USA Triathlon Athletes’ Advisory Council will lead, serve, and engage athletes to communicate the interests and protect the rights of athletes and be a conduit to USA Triathlon.” Section 9.1. As such, AAC serves in the following capacities relevant here: “a. serve as a vehicle for athlete engagement. b. endeavor to protect the rights of athletes. c. provide athlete feedback. d. build and establish relationships among the disciplines of triathlon. e. assist in identifying potential future athlete Board representative candidates and introduce athletes to USA Triathlon’s governance structure...and g. develop pathways for athletes within the structure of USA Triathlon.” *Id.* The AAC is actively involved in the creation of these Selection Procedures that determine the members of these task forces to ensure active athlete representation and engage the athlete's voice at all times.

2. Selection Procedures Documents that this SOP Is Incorporated Into Starting January 1, 2024.

This SOP is incorporated into the following documents:

- Olympic Games Athlete Selection Procedures
- Paralympic Games Athlete Selection Procedures

- Pan American Games Athlete Selection Procedures

3. Election and Selection Procedures.

- a. Each Selection Procedures task force is composed of members including a combination of USAT staff, a USAT Licensed Coach Representative and USAT HP staff based on the person's specific role/ position in the USAT organization, and USAT Elite Athlete Representatives selected by the AAC ("**Task Force**").
- b. USAT Elite Athlete Representatives are selected by the AAC including one female representative, one male representative, and USAT Athletes' Advisory Chair, or his/her/their designee.
- c. The deciding factors and timeline for the specific composition of each Task Force is a thoughtful and sometimes years-long process that is detailed in each specific Protected Competition's Selection Procedures and timeline. It involves HP researching current NGB and USOPC best practices for selection and eligibility criteria for the task force, discussions with USOPC, current template provided by the USOPC for Selection Procedures and task force make-up, and ongoing feedback with the AAC.
- d. The AAC approves the final composition of each Task Force.
- e. The following list includes the specific titles/positions for Task Force members:

USAT Performance Manager (Chair)
USAT Elite Triathlon Senior Manager (Vice Chair)
USAT Director of Elite Paratriathlon
USAT HP Development Manager
USAT Elite Athlete Representative #1 (female) (AAC chosen)
USAT Elite Athlete Representative #2 (male) (AAC chosen)
USAT Elite Athlete Representative (AAC Chairperson or designee)
USAT Licensed Coach Representative
USAT Legal Counsel

4. Number of Members on Each Task Force.

Each Task Force will be composed of nine (9) members.

5. Roles and Responsibilities of Each Task Force.

Each Task Force is responsible for developing and creating the Selection Procedure for Protected Competition.

6. Task Force Requirements.

- a. *Attendance requirements.* Each Task Force member is expected to attend all meetings in person, virtually or via telephone.

- b. *Meeting Agenda, Minutes, and Quorum.* Each Task force shall prepare a meeting agenda for each meeting provided in advance of the scheduled meeting. Minutes of meeting will be drafted by USAT Elite Triathlon Senior Manager (Vice Chair). A quorum shall be greater of three or one-third of the members of the Task Force.
- c. *Athlete Representation.* At least 33.3 Athlete Representatives appointed by the AAC. The AAC will select Athlete Representatives for each Task Force with these qualifications: At least half of the 33.3 athlete representatives must be Elite 10 Year Athlete representatives as defined in USAT Bylaws, Section 6.8(a). The remaining athlete representatives must be either Elite 10 Year Athlete representatives, or Elite 10 Year + Athlete representatives as defined in USAT Bylaws, Section 6.8(b). For any task force that oversees the selection of athletes, coaches and/or staff for paratriathlon Protect Competition, at least half of the athlete representatives must have gained eligibility through competing in an elite paratriathlon event.
- d. *Term.* Athlete representatives shall serve two-year terms on a Task Force. USAT representatives shall serve two years terms based on their title/role.
- e. *Resignation, Removal and Vacancies.* Task Force member's position may be declared vacant upon the member's resignation, removal, incapacity, disability, or death. A member may resign at any time by giving written notice to the Chair of the Task Force. Such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Task Force members may be removed by the Board with or without cause. In the case of removal by the Board, the Task Force member may be removed by a majority vote of the Board. An Athlete representative can be removed from a Task Force by a majority vote of the AAC. Any vacancy occurring in a Task Force may be filled as set forth for the appointment of that Task Force member. A Task Force member appointed to fill a vacancy may be appointed for the unexpired term of such Task Force member's predecessor in office.
- f. *Compensation terms.* Task Force members shall not receive compensation for their services as Task Force members, although the reasonable expenses of Force members may be paid or reimbursed in accordance with USA Triathlon's policies. Task Force members who are not Directors of the Board may receive compensation for services rendered to or for the benefit of USA Triathlon in any other capacity. Each Task Force member shall be bound by USA Triathlon's Conflict of Interest Policy.
