



US Biathlon Association Gifts and Entertainment Policy
Effective Sept. 24, 2022

Introduction

The purpose of the US Biathlon () Gifts and Entertainment Policy is to provide guidance to employees, Board of Directors and Officers, committee members, task force members, working group members, hearing panel members, volunteers, contractors, spouses, and immediate family of the aforementioned groups (hereafter referred to as “Affiliated Individuals”) regarding gifts and entertainment. Specifically, this policy applies to circumstances when companies, businesses, or interested parties offer gifts or invitations that exceed \$250 in value.

This policy also applies to gifts given by Affiliated Individuals to others on behalf of US Biathlon. This policy is not an encouragement for Affiliated Individuals to solicit gifts as US Biathlon explicitly prohibits the solicitation of gifts and entertainment. For questions regarding this policy, Affiliated Individuals may reach out to the Director of Operations.

Gift Thresholds and Disclosure Requirements

- All Affiliated Individuals are not required to report gifts (whether given or received) valued at less than \$250 (valued at manufacturer’s cost).
- Sponsor discounts and provided products are not considered gifts.
- Affiliated Individuals should never give or receive cash or gift cards.
- If an Affiliated Individual receives a gift over \$250 in value and they would like to keep it, they should pay the giver the manufacturer’s cost minus \$250.
- Any gift, whether given or received, valued at \$250 or more should be disclosed to the Director of Operations by completing the Gifting Disclosure form attached.
- Any tickets to entertainment, including sporting events, valued at \$250 and above should be disclosed to the Director of Operations by completing the Gifting Disclosure form.
- Any travel or accommodations paid by a third party should be disclosed to the Director of Operations prior to travel.
- Note that items received as part of an award are not considered gifts. However, awards valued at over \$250 should be reported via the attached disclosure form.



Disclosure and Approval

All gifts or invitations falling under this policy for disclosure, and all invitations that involve the third party paying for the Affiliated Individual's travel and/or overnight accommodations, must be promptly reported to the Nominating, Governance & Ethics Committee and Director of Operations. Where the gift or invitation is made to the Director of Operations, the requisite disclosure must be made to the Nominating, Governance & Ethics Committee. Any potential gifts or invitations extended that exceed the limits and/or parameters noted above must be disclosed to and approved in advance and in writing by the Nominating, Governance & Ethics Committee or Director of Operations, as appropriate, before they may be accepted. In addition, the Nominating, Governance & Ethics Committee and Director of Operations may, in consultation with the Affiliated Individual, require that any gift(s) be returned, donated to USBA, or donated to another agreed-upon charity if the Nominating, Governance & Ethics Committee or Director of Operations believes that such gift(s) is not proper and/or creates an appearance of impropriety.

Summary

Giving and Receiving of gifts and invitations are limited by the above rules. If an Affiliated Individual has questions or concerns, they may contact the Director of Operations, who is responsible for enforcement of this policy.

Sara Studebaker-Hall
Director of Operations
sara@usbiathlon.org
+1 (208) 340-5489



USBA GIFT DISCLOSURE FORM

Please complete this form immediately upon receipt of personal gifts received in your capacity as an employee or representative of USBA.

Name: _____

USBA Employee

Contractor

USBA Board Member

USBA Volunteer

USBA Committee Member

USBA Hearing Panel Member

USBA Task Force Member

Other (please specify):

Athlete Representative

Describe the gift(s) received: _____

The value of the gift is estimated at \$_____. Note: This is a good faith estimate based on retail value. If the value cannot reasonably be estimated or determined, so state.

Describe the source of the gift (name and relationship to USBA) and under what circumstances it was received:

Current business partner _____

Prospective business partner _____

Other: _____

*Excluded from disclosure are promotional gifts of nominal value (less than \$50 retail value) such as coffee mugs, hats, pins, etc.

I certify that this gift was not solicited.

SIGNATURE: _____

DATE: _____

Send this completed form to:

Sara Studebaker-Hall
Director of Operations
sara@usbiathlon.org
+1 (208) 340-5489

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