



## **ATHLETE HANDBOOK**

**For the purpose of assisting U.S. Bobsled & Skeleton athletes  
in international competition en route to the 2012 World  
Championships in Lake Placid, New York.**

**OCTOBER 2011**

# USBSF 2011-2012 Athlete Handbook

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## INTRODUCTION

The 2011-2012 season marks the 2nd year of the 2014 Sochi Olympics quadrennial. At this point in the quad, USA Bobsled & Skeleton (USBSF) is in great position to begin ramping up towards the Sochi Olympic Games. Varying initiatives have contributed to developing this strong position. New sponsorships have been acquired with the National Strength and Conditioning Association, Vivat, Inc., Global Forwarding and the National Guard and we are moving forward rapidly with technology initiatives partnering with BMW/Designworks on bobsled technology and Protostar Inc. continuing in their goal to develop world-class skeleton sleds. We feel that by having the best athletes and coaches in place coupled with all of our programs initiatives and partnerships, we are in a position to make a run for the podium.

To assist with keeping the focus on performance and striving for our collective goals, the following Athlete Handbook provides resource and information regarding staffing, policies and procedures. **This handbook is not a legal document, but rather the resource from which the USBSF operates. The USBSF reserves the right to make appropriate changes as necessary.**

While there may be minor changes from the 2010-2011 season, the goals and processes to reach those goals, remain intact. It is still the mission of USA Bobsled & Skeleton to achieve and *sustain competitive excellence*.

New to the coaching staff this year is Women's Bobsled Head Coach, Todd Hays as well, Lenny Kasten has been promoted to National Team General Manager. Lenny will continue to fulfill his regular duties as well as helping with overall strategy for the season, international relations and marketing. Please welcome and congratulate Todd and Lenny.

Also new this year is the requirement for all USBSF athletes training and/or competing internationally to have Traveled insurance. This is to help insure the safety and protection of athletes and staff in case of emergencies. For bobsled, the coaches will continue to name the push athlete/pilot combinations at the beginning of the week of competitions. In addition, video, training graphs and video review will be scheduled and mandatory for bobsled pilots, push athletes and skeleton athletes. It is the intent of the coaching staff to maintain the processes that helped make our teams/athletes successful and continue to look for ways to enhance performance, so that in two-years time, Team USA is positioned to be one of the best bobsled and skeleton teams in the world and poised to reach the podium in Sochi.

Representing the USA in international competition is an honor. Athletes, coaches and staff are expected to conduct themselves in a professional manner both on and off the ice. All policies, procedures and code of conduct will be enforced. Help us make Team USA the best in the world. Please review all of the material in this handbook. We will regularly refer back to this important information.

If you have any questions regarding the handbook or the High Performance initiatives, please feel free to contact us. All the best in your training and preparation and we look forward to the season and the next two years.

Respectfully,

Darrin Steele  
CEO  
USBSF

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Director of High Performance  
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Member, U.S. Olympic Committee

## **USBSF STAFF CONTACT INFORMATION**

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## 2011-2012 COMPETITION & PROGRAM SCHEDULE

The first half of the 2011-2012 FIBT competition schedule starts with races six (6) America Cup races in three (3) sites in North America, four (4) Europa Cups, two (2) ICC races and three (3) World Cup races in Europe.

The second half of the 2011-2012 season has three (3) World Cups races in Europe before coming back to North America for the final two (2) World Cup races. The Europa Cup has four (4) additional races in Europe with the ICC tour returning to North America for two (2) races with all races accumulating with the 2012 FIBT World Championships in Lake Placid, New York.

The 2012 season concludes with a final two (2) America's Cup and the 2<sup>nd</sup> Annual USBSF Skeleton National Championships in Lake Placid, NY in March.

Below is the complete 2011-2012 FIBT Competition & Program Schedule.

<b>Program</b>	<b>Location</b>	<b>Dates</b>
National Team Trials	Lake Placid, NY	October 10-27, 2011
National Team Training	Lake Placid, NY	October 31-November 24, 2011
America's Cup 1 & 2	Park City, UT	November 5-12, 2011
America's Cup 3 & 4	Calgary, Canada	November 13-20, 2011
Europa Cup 1	Igls, Austria	November 14-20, 2011
Europa Cup 2	Konigssee, Germany	November 21-27, 2011
America's Cup 5 & 6	Lake Placid, NY	November 27-December 4, 2011
World Cup 1	Igls, Austria	November 28-December 4, 2011
Europa Cup 3	Winterberg, Germany	November 28-December 4, 2011
<b>World Cup 2</b>	<b>Cesana, Italy</b>	<b>December 5-11, 2011</b>
Europa Cup 4	Altenberg, Germany	December 5-11, 2011
ICC 1 & 2	Lillehammer, Norway	December 5-11, 2011
World Cup 3	Winterberg, Germany	December 12-18, 2011
ICC 3 & 4	Sigulda, Latvia	December 12-18, 2011

Break between the first and second half of the FIBT competition season.

World Cup 4	Altenberg, Germany	January 2-8, 2012
Europa Cup 4 & 5 (skeleton)	Igls, Austria	January 4-8, 2012
World Cup 5	Konigssee, Germany	January 9-15, 2012
Europa Cup 6 & 7 (skeleton)	Winterberg, Germany	January 10-15, 2012
Europa Cup 7 (bobsled)	St. Moritz, SUI	January 8-15, 2012
World Cup 6	St. Moritz, SUI	January 16-22, 2012
Europa Cup 8	Cesana, Italy	January 16-22, 2012
Youth Olympic Games	Igls, Austria	January 13-22, 2012
Junior World Championships	Cesana, Italy	January 23-29, 2012
World Cup 7	Whistler, Canada	January 29-February 4, 2012
ICC 5 & 6	Calgary, Canada	January 29-February 4, 2012

World Cup 8	Calgary, Canada	February 5-11, 2012
ICC 7 & 8	Park City, UT	February 6-11, 2012
World Championships	Lake Placid, NY	February 13-26, 2012
Sled Testing	Lake Placid, NY	TBA March 2012
Sled Testing	Park City, UT	TBA March 2012
USBSF Skeleton Nationals	Lake Placid, NY	TBA March 2012
America's Cup 7 & 8	Lake Placid, NY	March 25-April 1, 2012
National Team Camp	Colorado Springs, CO	June 24-July 1, 2012

## **USBSF POLICIES & PROCEDURES**

U.S. Bobsled & Skeleton members, including athletes, coaches, officials and volunteers must conduct themselves in a sportsmanlike manner, and be responsible for their actions in training, competition, going to and from events, and while at locations hosting games, camps or events. Members are also responsible for knowledge of, and adherence to the rules and procedures of U.S. Bobsled & Skeleton. Unsportsmanlike conduct may result in removal from the team, an event, and possibly prevent participation in future events.

**Sportsmanlike conduct is defined as, but is not limited to: respect for opponents, competition officials, employees, the public; respect for facilities, privileges and operating procedures; the use of courtesy and good manners; acting responsibly and maturely; refraining from the use of profane or abusive language; and abstinence from illegal and banned drugs.**

Policies and procedures are in place to insure equality, fairness and your safety and that of the Team. The following are specific policies and procedures that all U.S. Bobsled & Skeleton Members must adhere;

### General USBSF Policies & Procedures

- Absolutely no performance enhancing drugs, illegal stimulants or recreational drugs are permitted.
- Hazing and sexual harassment are not permitted.
- Abusive behavior towards athletes, coaches or staff is not permitted.
- Mandatory attendance to group scheduled trainings and meetings.
- USBSF will not make arrangements (flights, rooms, cars) for family and friends.
- United States Bobsled & Skeleton Federation Policy on Athletes or Staff traveling with Children/Family:
  - The United States Bobsled & Skeleton Federation recognizes the desire for some athletes and staff to travel with their children and/or families while competing both domestically and internationally. The USBSF discourages this practice due to the potential distraction it may create, both to the athlete/staff member and other team members. If an athlete or staff member wishes to have a family member accompany them on funded trips, the following guidelines must be adhered to:
    - The USBSF will not incur any additional expenses to accommodate the family members.
    - The athlete or staff member must participate in all team functions without family members present unless approved by the Head Coach.
    - While training or competing, the family members or friends may not enter the restricted athlete/staff areas without the permission of the Head Coach and/or race organizer.
    - If the family member is a minor, another adult must also be present, other than the athlete or staff member.
    - Pets are never allowed to travel with staff or athletes.

### Flights

- Coaches set all flight schedules (World Cup &/or funded events) to and from the athlete's resident location.
- Any changes to tickets must be approved by the Head Coach.
- Athletes are not permitted to change any tickets made and paid for by USBSF and may not contact the United Olympic Desk without permission from the Head Coach.
- If the Head Coach approves an athlete's ticket change, the athlete is responsible for making all changes and paying any fees or expenses incurred.



### Luggage

- For funded athletes, USBSF will pay for the first piece of standard luggage that complies with airline regulations for weight and size. All additional luggage expenses are the responsibility of the athlete.
- To receive reimbursement of luggage expenses, athletes must follow the USBSF Reimbursement Policy (below).
- If airline luggage policies change, these policies may be readdressed.

### World Cup Room/Board

- The coaches will create the rooming lists with double room assignment.
- If there is a single room available, this will be provided to the highest ranked athlete.
- If an athlete wishes to stay in a single room, they will be responsible for paying the additional expense.
- On trips, curfew is set for 12:00am (midnight) unless changed by the Head Coach.
- Neither family, friends nor visitors are permitted to linger in team members rooms past curfew, unless granted permission by Head Coach.
- Team Meals – When possible, the team is expected to eat all team meals together with a specific dress code as detailed by the Head Coach.

### Transportation

- USBSF will provide rental vehicles while on the World Cup Tour commensurate with the team's needs per location.
- Head coaches will be responsible for assigning vehicles to specific teams (i.e. USA 1, USA 2, etc.) upon pickup. Any member of the team, provided they meet rental agency requirements, will be permitted to drive the vehicle. Individual teams (i.e. USA 1) can elect to more closely track/monitor when their vehicle was driven by each specific team member to facilitate billing in the event of damages or traffic violations.
- The USBSF will not cover any expenses associated with vehicle damage or traffic violations. In the event of vehicle damage, it must be reported immediately to the Head Coach so a claim can be filed. If it is not reported timely and the claim is denied, the team assigned to the vehicle will be responsible for the charges. Also, teams will be responsible for any traffic fines and related expenses assessed to their vehicles.
- If an athlete wishes to rent their own vehicle, they will be responsible for all related expenses included, but not limited to, gasoline, tolls, rental insurance, and reservations.
- Pilots are responsible for loading and unloading their vehicles and driving from event to event.

### Sled Shipping

- Pilots are responsible for packing the sled shipping container. Pilots must submit an itemized packing list to the Head Coach by November 1, 2011.
- Pilots are responsible for all packing and fines that may be incurred based upon errors in the submitted carnet.

### Olympic Training Center Access

- Athletes who have been named to the US National Team and/or compete on the World Cup Tour, the ICC Tour, part of ORDA development program or on the funded (free OTC access) or non-funded (pay for OTC access) list will be considered for access to OTC housing.
- Formal acceptance for OTC housing and access for funded list athletes is based on the following:
  - Athlete must pass the Combine Standard of 600 points for Bobsled & Skeleton.
  - Athlete must submit a formal request to USBSF Operations Coordinator seeking OTC access that includes dates, OTC location and level of access (short or long term) at minimum of 30 days in advance of the OTC start date. Athlete requests received less than 30 days prior to the requested start date may not be accepted.
  - Non-funded list athletes must be nominated by a National Team coach.
  - Based upon the number of beds available at one of the three OTC's, USBSF will allocate the beds based upon the current ranking of the athletes.

Final determination for OTC access will be made by the Head Coach, CEO and Director of High Performance.

- Short Term OTC Housing Programs (Less than one month in length)
  - If an athlete is granted OTC housing for a short term program, the athlete is expected to utilize the housing or provide advanced cancellation notice as follows:
    - The athlete must send a cancellation notice to the Operations Coordinator at least **14 days** in advance. Failure to do so is considered a violation of the USBSF Code of Conduct and policies and procedures and subject to a \$50 fine.
    - If the athlete does not show up and does not provide cancellation notice they are subject to a \$50 fine and considered for further disciplinary action.
    - If unforeseen circumstances (i.e. injury, family issue, team change, etc.) arise that prevent an athlete from providing advanced cancellation notice, the athlete may submit a formal request to have the fees and program dismal waived.
    - The formal request must state the reason for cancelling and the reason for providing late/no notification. The request should be submitted to the Operations Coordinator, who will send it to the Head Coach, High Performance Director and CEO for review.
- Long Term OTC Housing Programs (One month in length and greater)
  - If an athlete is granted OTC housing for a long term program, the athlete is expected to utilize the housing or provide advanced cancellation notice as follows:
    - The athlete must send a cancellation notice to the Operations Coordinator at least **30 days** in advance. Failure to do so is considered a violation of the USBSF Code of Conduct and policies and procedures and subject to a \$100 fine.
    - If the athlete does not show up and does not provide cancellation notice they are subject to a \$100 fine and considered for further disciplinary action.
    - If unforeseen circumstances (i.e. injury, family issue, team change, etc.) arise that prevent an athlete from providing advanced cancellation notice, the athlete may submit a formal request to have the fees waived.
    - The formal request must state the reason for cancelling and the reason for providing late/no notification. The request should be submitted to the Operations Coordinator, who will send it to the Head Coach, High Performance Director and CEO for review.
- Housing Transfers
  - If an athlete is accepted into the OTC housing program (short term or long term) and needs to transfer to another OTC, they will be required to submit a formal request to the Operations Coordinator at least one month in advance seeking a transfer from the program. The request will be reviewed by the Head Coach, High Performance Director and CEO.

#### Competition Race Policy

- Per the 2010 National Team Selection Criteria, all push athlete selection is via discretion. If either a pilot or push athlete refuses to compete, then they will be replaced by the next highest ranked pilot or push athlete (by position) and the athlete that refuses to race will be dismissed from the National Team and sent home.

#### Race-Off Policy

- If a race-off is called by the Head Coach, the athlete has the right to refuse to race off. However, refusal to race will result in a forfeit that equals a loss.
- Each push athlete that competes in a race-off is expected to give a 100% effort for each run.
- Each pilot that participates in a race-off is expected to give identical efforts for each run.

- Intentionally pushing slow (sandbagging) in a race-off is considered a form of cheating and is considered a violation of the USBSF Code of Conduct. Athletes found guilty of sandbagging or throwing a race will be subject to disciplinary action as detailed below.

#### Waiver Request Policy

- All waiver requests (medical & non-medical) will have a \$25 request fee per waiver request. This fee is non-refundable regardless of the waiver verdict by the Waiver Committee.

#### MEDEX/TravMed Insurance

- In an effort to insure USBSF athletes and staff have the appropriate insurance while competing and/or training internationally, USBSF has implemented a new insurance policy, through MEDEX [www.medexassist.com](http://www.medexassist.com)
- All USBSF athletes and staff competing internationally (Europe & Canada) are required to have TravMed insurance.
- Funded athletes on the World Cup & ICC Tour will have their TravMed insurance fees arranged and covered by USBSF.
- Non-funded athletes are required to purchase the TravMed insurance, which is \$3/day, which will be invoiced per each athlete. The policy highlights include:
  - MEDEX Plus;
  - Physicians' fees and hospital expenses;
  - Emergency dental expenses; and
  - Sport injury coverage.

For more details on TravMed insurance, please contact Haley Smith at [hsmith@usbsf.com](mailto:hsmith@usbsf.com).

#### **Disciplinary Action**

Failure to comply with any of the above provisions is a violation of the USBSF Code of Conduct and may lead to disciplinary action against athletes, coaches, officials or volunteers as solely determined by the Head Coach, Director of High Performance & CEO. The severity and the number of violations will be taken into account when disciplinary action is taken. The disciplinary action taken may include:

- **Warnings – Verbal and written warning**
- **Fines – Fine imposed.**
- **Suspension of Athlete Support - Suspension of athlete support (OTC resident privileges, monthly stipend)**
- **Suspension from Team Functions - Suspension from team functions; team training, camps, ceremonies.**
- **Dismissal from Team – Dismissal from team on tour or at camp.** All costs in returning a dismissed athlete home will be the sole responsibility of the athlete.
- **Elimination from future US Bobsled & Skeleton events**

Egregious actions or behaviors may be escalated straight to a fine or suspension. Egregious actions are defined as conspicuously bad or offensive behavior that included, but not limited to violence, assault, destruction of property and cheating.

All fines & suspensions will be determined and levied by the USBSF Head Coach, Director of High Performance and USBSF CEO.

#### **Grievances, Suspensions and Appeals**

Team USA is committed to principles of fairness, due process and equal opportunity. Members are entitled to fair treatment, in compliance with USBSF & USOC policies and procedures. Members are also

entitled to fair notice and an opportunity for a hearing before being prevented from participating in competition. **Each athlete, coach, volunteer, or other party involved with US National Team, is required to sign a copy of the USBSF Code of Conduct, and, by doing so accepts the standards described herein.**

#### Outstanding Invoices

Invoices issued to athletes will be subject to late fees if not paid within thirty (30) days of their issue. A 2% interest charge will be added to the balance of the invoice once it has been outstanding for thirty days, and for every additional thirty days thereafter. In order for an athlete to gain participation in any USBSF-funded and/or conducted program, all invoices must be paid.

#### Requests for Reimbursement

If an athlete incurs an expense they believe to be reimbursable by the Federation, the receipt must be **submitted to the Director of Finance & Operations within 30 days** of the expense being incurred. If you submit the receipt to anyone other than the Director of Finance & Operations, it is ultimately your responsibility to make sure it reaches the Director of Finance & Operations within the 30 days. Requests for reimbursement will be reviewed by the Director of Finance & Operations and respective team coach for approval. If a receipt is submitted more than 30 days after the expense is incurred, it will not be approved for reimbursement.

#### FIBT License Rules

- Athletes are required to present a valid FIBT license prior to competing in FIBT sanctioned events.
- In order to obtain a FIBT license, an athlete must be an active USBSF Athlete Member in good standing with the federation. It is the responsibility of the athlete to ensure that all information is provided to complete the membership application process.
- The FIBT license is valid for one season (October 1 - September 30).
- An athlete must be declared medically fit to participate in bobsled and/or skeleton to be granted a FIBT license. All medical portions of the membership application must be completed for review by the USBSF Chief Medical Officer. It is the Chief Medical Officer's determination, based upon the information provided, any examinations, or additional information requested, if the athlete is medically fit to hold a FIBT license. It is the responsibility of the athlete to provide additional information as requested by the Chief Medical Officer.
- The USBSF cannot guarantee a license that is requested after the start of National Team Trials.

#### **FIBT License Fees**

- |  |      |
|--|------|
| • Athletes racing in National Team Trials/National Championships | FREE |
| • Athletes racing in Junior World Championships                  | FREE |
| • Licenses requested 10 - 14 days before they are needed         | \$25 |
| • Licenses requested 5 - 9 days before they are needed           | \$50 |
| • Licenses requested 0 - 4 days before they are needed           | \$75 |

License fees must be paid before the license will be released to the athlete.

**Bobsled Drivers**

In order to avoid license fees, please provide a list of potential brakemen for the entire season to the USBSF office prior to the start of National Team Trials. Please note FIBT licenses cannot be issued unless the brakemen are USBSF members. The license fees will still apply if the brakemen do not turn in their completed membership applications within 14 days of a race.

October 2011

## **KBC Helmet Distribution**

In an effort to ensure the World Cup and World Championship teams have the needed number of helmets throughout the season, the USBSF will maintain ownership of all KBC sponsorship supplied helmets. The USBSF coaching staff will be given helmets each season to loan to team members competing. If an athlete is no longer competing- whether they retire, injured or competing on a different tour- the helmet must be given to the coaching staff before departing the World Cup or World Championship team.

All helmets must be returned to the coaching staff for storage in the Lake Placid, NY office. As the USBSF acquires new helmets each season, helmets may be loaned to Europa Cup, America's Cup and development teams through the coaching staff.

## OLYMPIC TRAINING CENTER RULES

1. No alcoholic beverages, illegal drugs, or IOC-banned substances are permitted on OTC property.
2. Use of an OTC ID card by another person is prohibited.
3. All visitors must sign in at the front desk and carry their OTC-issued guest credentials at all times. Overnight visitors are not allowed in the dormitory.
4. Quiet hours are observed each night between 10:00 p.m. and 6:00 a.m.
5. Outer doors for the dormitory are locked between 11:00 p.m. and 6:00 a.m. During those hours all athletes, coaches and staff must enter and exit through the main OTC lobby door.
6. Any physical damage to a facility or loss of items in a dormitory room (i.e. blankets, lamps, etc.) will be paid for by those individuals assigned to the room in which the damage or loss occurs.
7. Firearms, ammunition, and all other sports equipment are prohibited in all areas of the dormitories.
8. Unauthorized room changes are prohibited.
9. Pets are prohibited in the dormitories.
10. Unacceptable behavior will not be tolerated, including but not limited to, the following:
  - a. Any act considered to be offensive under federal, state, or local laws, or a violation of USOC policies and procedures.
  - b. Gross misconduct (i.e. inappropriate horseplay, theft, fighting, etc.).
  - c. Willful destruction of property (i.e. including that caused by inappropriate horseplay, fighting, etc.).
11. The willful disabling of any smoke detector or tampering or interfering in any way with any fire alarm system to include causing a false fire alarm (by pulling the fire alarm handle) is prohibited.

**Failure to follow OTC rules will result in immediate disciplinary action, including but not limited to, a payment of fines, temporary suspension from OTC facilities or a permanent ban from all OTCs.**

## **MEDIA POLICY**

The media policy is to inform all parties involved with the USBSF on how the USBSF will run its public relations coverage of all bobsled and skeleton races for the 2011-2012 season. The following are the details of how the USBSF will release race recaps.

**World Cup:** One (1) release will be sent out prior to each World Cup stop previewing the competition. Race recaps will be sent out after each competition, one (1) each for all disciplines:

- Women's bobsled
- Men's two-man bobsled
- Men's four-man bobsled
- Women's skeleton
- Men's skeleton
- Team event if applicable

TOTAL: 5 or 6 each top on tour

**InterContinental Cup:** One (1) release will be sent out at the conclusion of all races held at each track, covering:

- Women's and men's skeleton combined

TOTAL: 1

**Europa Cup:** One (1) release will be sent out at the conclusion of all races held at each track, covering:

- Bobsled and skeleton (All disciplines combined) Separate releases will be sent out if races on a single track are more than one (1) week apart.

TOTAL: 1

**America's Cup:** One (1) release will be sent out at the conclusion of all races held at each track, covering:

- Bobsled and skeleton (All disciplines combined)

TOTAL: 1

If either an America's Cup or Europa Cup competition ends on the same day as a World Cup race, the wrap-up releases of America's Cup and Europa Cup will be sent on the day after the conclusion of the World Cup race.

**National Championships:** One (1) release will be sent out prior to the National Championships previewing the competition. One (1) release will be sent out at the conclusion of each day of racing, one each for:

- Women's bobsled
- Men's two-man bobsled
- Men's four-man bobsled
- Skeleton (men's and women's combined if on same day; separate if on different days)

TOTAL: 4

If more than one bobsled race is held on the same day, there will be one (1) release sent out covering the whole day of racing.

**Push Championships (national and international):** One (1) release will be sent out prior to national and international Push Championships previewing the competition. One (1) release will be sent out at the conclusion of the competition, one each for:

- Bobsled



- Skeleton

Total: 2

**World Championships:** One (1) release will be sent out prior to World Championships previewing the competition. One (1) release will be sent out at the conclusion of each day of racing, meaning two (2) each for all disciplines:

- Women's bobsled
- Men's two-man bobsled
- Men's four-man bobsled
- Women's skeleton
- Men's skeleton
- Team event if applicable

TOTAL: 10 or 11

**Junior National Championships/Junior World Championships:** One (1) release will be sent out prior to the Junior National Championships and the Junior World Championships previewing the competition. One (1) release will be sent out after each race, covering:

- Skeleton (men's and women's combined)
- Bobsled (men's and women's combined)

TOTAL: 2

**Youth Olympic Games:** One (1) release will be sent out prior to the Youth Olympic Games previewing the competition and announcing the team. One (1) release will be sent out after each race, covering:

- Skeleton (men's and women's combined)
- Bobsled (men's and women's combined)

TOTAL: 2

## **USBSF BOBSLED CONFIDENTIALITY AGREEMENT**

The United States Bobsled and Skeleton Federation, Inc. (“USBSF”), a New York not-for-profit corporation, is recognized by the United States Olympic Committee as the national governing body for the sports of bobsled and skeleton in the United States.

I, the undersigned person, desire to gain access to and/or use one or more USBSF bobsleds or USBSF bobsleds manufactured in the future. I understand USBSF bobsleds or future bobsleds contain design, construction, parts and materials are confidential. I also understand USBSF bobsleds and future bobsled manufactures develop bobsled technology for exclusive use in USBSF owned bobsleds. The USBSF bobsled technology is recognized and protected as the proprietary and confidential trade secret information of USBSF.

I acknowledge that in order to obtain and maintain the above-noted license, USBSF is required to obtain my consent not to divulge to any person or organization other than USBSF athletes, coaches or staff any documents or information relating to USBSF bobsled technology. For this reason, by signing my name below, I hereby understand, acknowledge and agree I SHALL *NEVER DISCLOSE, USE, MISAPPROPRIATE, PROCURE OR IN ANY WAY COMPROMISE USBSF BOBSLED TECHNOLOGY BY PROVIDING INFORMATION, DATA, ACCESS TO OR PHOTOGRAPHS OF USBSF BOBSLEDS TO ANY PERSON, ENTITY OR ORGANIZATION OTHER THAN USBSF COACHES, ATHLETES OR STAFF WITHOUT THE PRIOR WRITTEN CONSENT OF THE CEO OF USBSF.*

I also agree that I am alone responsible for my safety while using or working with USBSF bobsleds. I know bobsledding is an action sport carrying significant risk of personal injury. I know that there are hazards and risks which in combination with my action can cause me very severe or occasional fatal injury. I further agree that I am responsible for my safety while I use or work with USBSF bobsleds in practicing for and/or participating in bobsled competition events. I specifically acknowledge that USBSF, and all their staff, representatives, successors, officers, directors, employees and affiliates are NOT responsible for my safety. I am fully aware of the possible risks, conditions and hazards of participating in bobsled training and/or competitions as a competitor, coach, athlete or official. I also hereby agree to exercise not less than reasonable care at all relevant times when handling or using any of the USBSF bobsleds so as to reduce the risk of any related property damage or personal injury.

I realize that any breach of this Agreement may subject me to liability under one or more laws, including without limitation the trade secret laws of the State of New York. I also acknowledge that this Agreement will be binding on me, my heirs, successors and assigns.

IN WITNESS WHEREOF, the undersigned has signed this Acknowledgment as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WITNESS by USBSF Official:

\_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **PROTOSTAR ACKNOWLEDGMENT AND CONFIDENTIALITY AGREEMENT**

The United States Bobsled and Skeleton Federation, Inc. (“USBSF”), a New York not-for-profit corporation, is recognized by the United States Olympic Committee as the national governing body for the sports of bobsled and skeleton in the United States. PROTOSTAR Engineering, Inc., a Texas corporation (“PROTOSTAR”) provides research, development and manufacturing services and other resources for the benefit of USBSF and United States skeleton athletes. Under an agreement with USBSF, PROTOSTAR has agreed to provide USBSF and its designated athletes, coaches and staff with an exclusive license to use PROTOSTAR Skeleton Sleds (as defined below) in exchange for USBSF obtaining from each such person an executed version of this Agreement prior to the start of each skeleton competition season.

I, the undersigned person, desire to gain access to and/or use one or more skeleton sleds previously built by PROTOSTAR or to be built by PROTOSTAR in the future (collectively, “PROTOSTAR Skeleton Sleds”). I understand PROTOSTAR Skeleton Sleds contain design, construction, parts and materials developed for the exclusive use of PROTOSTAR Skeleton Sleds (collectively, “PROTOSTAR Technology”). I also understand PROTOSTAR developed the PROTOSTAR Technology for exclusive use in PROTOSTAR Skeleton Sleds and that to date all developers and users of the PROTOSTAR Technology have recognized and protected the PROTOSTAR Technology as the proprietary and confidential trade secret information of PROTOSTAR.

In exchange for the consideration noted above, PROTOSTAR agreed to license the PROTOSTAR Technology on an exclusive basis to USBSF. I acknowledge that in order to obtain and maintain the above-noted license, USBSF is required to obtain my consent not to divulge to any person or organization other than USBSF skeleton athletes, coaches or staff any documents or information relating to the PROTOSTAR Technology. For this reason, by signing my name below, I hereby understand, acknowledge and agree I SHALL *NEVER* DISCLOSE, USE, MISAPPROPRIATE, PROCURE OR IN ANY WAY COMPROMISE THE PROTOSTAR TECHNOLOGY BY PROVIDING INFORMATION, DATA, ACCESS TO OR PHOTOGRAPHS OF THE PROTOSTAR SKELETON SLEDS TO ANY PERSON, ENTITY OR ORGANIZATION OTHER THAN USBSF COACHES, ATHLETES OR STAFF WITHOUT THE PRIOR WRITTEN CONSENT OF PROTOSTAR AND USBSF.

I also agree that I am alone responsible for my safety while using or working with PROTOSTAR Skeleton Sleds. I know skeleton is an action sport carrying significant risk of personal injury. I know that there are hazards and risks which in combination with my action can cause me very severe or fatal injury. I further agree that I am responsible for my safety while I use or work with PROTOSTAR Skeleton Sleds in practicing for and/or participating in skeleton competition events. I specifically acknowledge that PROTOSTAR, USBSF, and all their staff, representatives, successors, officers, directors, employees and affiliates are NOT responsible for my safety. I am fully aware of the possible risks, conditions and hazards of participating in skeleton training and/or competitions as a competitor, coach, athlete or official. I also hereby agree to exercise not less than reasonable care at all relevant times when handling or using any of

the PROTOSTAR Skeleton Sleds so as to reduce the risk of any related property damage or personal injury.

I realize that any breach of this Agreement may subject me to liability under one or more laws, including without limitation the trade secret laws of the State of Texas. I also acknowledge that this Agreement will be binding on me, my heirs, successors and assigns.

IN WITNESS WHEREOF, the undersigned has signed this Acknowledgment as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WITNESS by USBSF Official:

\_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

U.S. Bobsled and Skeleton Federation  
Code of Conduct

ATHLETE PLEDGE

I pledge to uphold the spirit of the USBSF Code of Conduct (the “Code”), which offers a guide to my conduct as a member of the Team (the “Team”). I acknowledge that I have a right to a hearing if my opportunity to compete is denied or if I am charged with a violation of this Code.

I have familiarized myself with the Code and understand that acceptance of its provisions is a condition of my selection to the Team.

**As a Member of the Team, I hereby promise and agree that I:**

- will abide by all rules related to the Team selection procedures as approved by USBSF;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- will maintain a level of fitness and competitive readiness that will permit me to compete satisfactorily in USBSF training camps and National and International competitions designated by USBSF. Accordingly, I agree to train and compete as a member of the National Team and to fulfill the National Team training and competition program as mutually agreed upon with the respective National Team Coach. I will also provide monthly training and competition reports to my respective National Team Coach.
- will not commit a doping violation as defined by the International Olympic Committee (IOC), World Anti-Doping Agency (WADA), the United States Anti-Doping Agency (USADA), the United States Olympic Committee (USOC) or the International Bobsleigh and Skeleton Federation (FIBT) rules;
- am not currently serving a suspension because of an anti-doping rule violation and have no pending or unresolved anti-doping rule violation, except as I have informed USBSF in writing, and I understand that such suspension, or pending or unresolved anti-doping rule violation may be cause for my not being selected to the Team;
- will not engage in any conduct that is criminal under any laws applicable to me, including, but not limited to laws governing the possession and use of drugs and alcohol and providing of drugs to any person and of alcohol to minors;

- will not participate or assist in any gambling or betting activities associated with any event related to my sport or my participation;
- am eligible to compete under the rules of FIBT;
- will refrain from conduct detracting from my ability or that of my teammates to attain peak performance;
- will respect the property of others whether personal or public;
- will respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior or verbal, physical or sexual harassment or abuse;
- will follow my Team's rules, including by way of example, rules regarding curfew and required attendance at team meetings;
- am aware that USBSF sponsors, suppliers and licensees provide critical support for the Team and, in recognition of this fact, I will wear designated USBSF apparel at all official Team functions and events;
- will not conceal or cover-up any USBSF sponsor, supplier or licensee brand or other identification appearing on my USBSF apparel;
- agree to be filmed and photographed by the official photographer(s) and network(s) of USBSF under conditions authorized by USBSF and give event organizers and USBSF the right to use my name, picture, likeness, voice and biographical information before, during and after the period of my participation in these activities to promote the activity in which I participate or to promote the success of the team on which I compete; in no event may USBSF or the event organizers use or authorize the use of my name, picture, likeness, voice and biographical information for the purpose of trade, including any use in a manner that would imply an endorsement of any company, product, or service, without my written permission;
- will not use or authorize the use of photographs, films or videos of myself in my USBSF apparel or equipment or the use of the USBSF logo for the purpose of trade, without the prior written consent of the USBSF;
- understand that if I require legal representation because I am accused of a doping violation or am accused of criminal misconduct, or if for any other reasons I require the services of an attorney, I will be personally responsible for payment of such legal fees and expenses;
- will act in a way that will bring respect and honor to myself, my teammates, USBSF and the United States; and

- will remember that at all times I am an ambassador for my sport, my country and the Olympic Movement.
- Disciplinary action for violation of any provision in this Code of Conduct may include any or all of the following: (i) a reprimand; (ii) suspension from the Team; (iii) withholding of stipend payments; (iv) imposition of fines (including with respect to reimbursement of expenses incurred by USBSF); (v) removal from the appropriate Team; or (vi) any combination of the foregoing. The Athlete has a right to a hearing per Article 9 of the USOC Bylaws prior to USBSF denying the right to compete of any Athlete.

<b>ATHLETE OMBUDSMAN</b>
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I may contact the USOC Athlete Ombudsman,  
toll free at 888.ATHLETE (888.284.5383) or [John.Ruger@usoc.org](mailto:John.Ruger@usoc.org)  
for further information regarding my rights under this Code  
that are not answered by USBSF.

**PARTICIPANTS' AFFIRMATION**

I have read and accept this Code of Conduct. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being selected to participate as a member of the Team.

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Signature	Date
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NGB Name	Sport
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<b>PARENT/GUARDIAN CERTIFICATION (For Participants Under the Age of 18 as of Date of Signature)</b>
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Signature	Date
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Relationship (Parent or Guardian)

**U.S. BOBSLED AND SKELETON FEDERATION**  
**ATHLETE MARKETING AGREEMENT**  
**2011-2012**

**Section 1—Obligations**

*A. U.S. Bobsled and Skeleton Federation (USBSF) Obligations*

1. The USBSF will pursue increased funding, better equipment and better support for USBSF athletes and programs.
2. The USBSF will use its best efforts to publicly market and promote the sports, its athletes, and its events.
3. The USBSF will use reasonable efforts to provide the Athlete available opportunities with USBSF sponsors, such as appearances and individual sponsorship agreements.
4. The USBSF will allow the Athlete to display sponsor logos on Athlete Designated Areas (Section 7-A) on USBSF-owned equipment, following the restrictions set forth in Section 3.

*B. Athlete Obligations*

1. The Athlete will display USBSF sponsor names and/or logos in the USBSF Designated Areas (Section 7-E) on all non-competitive equipment and USBSF supplied competitive equipment used by the Athlete.
2. The Athlete will give strong consideration to using Competitive Equipment (Section 7-D) supplied through the USBSF. The Athlete has the right to use Competitive Equipment supplied by another manufacturer, at his or her own expense, as long as all competing logos are fully-covered and not recognizable to the general public at all times prior to and during the races, and at post-race appearances. Competitive Equipment must be in the color scheme of the team, which will be communicated to the Athlete by the beginning of September of each season. In addition, Competitive Equipment must conform to FIBT signage requirements.
3. If the Athlete chooses to use their own Competitive Equipment instead of USBSF supplied Competitive Equipment, the Athlete must return the USBSF supplied Competitive Equipment and will be responsible for placing USBSF sponsor logos in the designated areas prior to using their own Competitive Equipment during training or competition.
4. As agreed to in the Athlete Code of Conduct, the Athlete will wear USBSF-Approved non-competitive equipment Uniforms (Section 7-C) provided by the USBSF displaying its sponsors during all USBSF and/or FIBT sanctioned events. The USBSF will provide the Athlete with a list of Approved Uniforms each season.



5. The Athlete agrees not to wear any non-competitive equipment apparel with non-USBSF sponsors that bears resemblance to USBSF uniforms during USBSF and/or FIBT sanctioned events.
6. The Athlete will comply with all current and future FIBT marketing rules and regulations.
7. The Athlete agrees not to make, or allow others to make, any unauthorized photographic, video, film or other pictorial, artistic or graphic reproduction of USBSF owned equipment or USBSF-approved uniforms without prior written consent from USBSF, except for personal use by the Athlete or his/her immediate family.

### **Section 2—USBSF-Sanctioned and USBSF-Produced Competitive Events**

The Athlete acknowledges that the USBSF has the exclusive right to event-related marketing at all USBSF-sanctioned and USBSF-produced competitive events, including USBSF issued start numbers which may include the name and logo of one or more USBSF sponsors.

### **Section 3—Exclusivity of USBSF Sponsors**

- A. The Athlete may display Athlete Sponsors' names or logos in the Athlete-designated areas. The Athlete may not display the name or logo of an Athlete sponsor if that Athlete sponsor is a competitor of a USBSF sponsor or supplier, as determined by the USBSF. The Athlete may not modify, remove or cover markings of a manufacturer on any USBSF-approved uniforms or equipment, regardless if the manufacturer's mark is located within the Athlete designated area. If a manufacturer's mark is located within an Athlete-designated area, then comparable space will be approved in an alternate location on the uniform or equipment.
- B. The USBSF will display and identify USBSF sponsors and suppliers on its Web site ([www.usbsf.com](http://www.usbsf.com) and/or <http://bobsled.teamusa.org>). The USBSF will also provide examples of USBSF sponsor and supplier competitors in the Athlete Handbook.
- C. The Athlete is encouraged to notify the USBSF in writing prior to finalizing a sponsorship contract by submitting Attachment A, the Athlete Perspective Sponsorship Proposal Form, to the USBSF Marketing Manager so that the USBSF may determine within 10 business days after receipt of copy whether:
  1. The sponsor is a competitor of a USBSF sponsor or supplier.
  2. The proposed name or logo otherwise complies with FIBT and USBSF rules and regulations.The Athlete is responsible for fully understanding their agreement rights with perspective sponsors which include negotiated obligations and commitments. Clarification of these rights may be obtained through this document as well as through the USBSF Marketing Manager.
- D. The USBSF shall have the right to cover or remove any Athlete sponsor name or logo which violates or does not comply with the terms of this Agreement.

1. The USBSF agrees to use reasonable efforts to cover such signage in a way that minimizes air or wind resistance.
2. The USBSF agrees that it will not be responsible for any effects on the competitiveness of the Athlete because of the removal or covering of sponsor name or logo.
3. The athlete releases and does not hold the USBSF and its directors, officers, employees, volunteers and agents accountable from any and all claims related to the removal or covering.

#### **Section 4—Promotional Appearances**

- A. The Athlete agrees to participate in USBSF-sponsored events including, but not limited to, post-Olympic tours, media events, promotional appearances, interviews, events that serve to enhance the public recognition of the Athlete, the sport, or the USBSF. The Athlete may be asked to participate in optional sponsor appearances, for which the USBSF will make an effort to secure appearance fees.
- B. The Athlete agrees to make an effort to participate in USBSF-charity events.
- C. Participation in USBSF-sponsored events does not entitle payment to the Athlete, but if applicable, travel and lodging expenses will be provided. The USBSF will be sensitive to the Athlete's training schedule.
- D. Should an Athlete do a sponsor promotion, the Athlete will wear only USBSF-provided and approved uniforms, or
  1. If the USBSF has not provided uniforms, the Athlete may wear clothing with the sponsor's logo.
  2. If the sponsor has not provided uniforms, the Athlete will wear clothing without logos.

#### **Section 5—Use of Image and Services**

- A. As agreed to in the Athlete Code of Conduct, the Athlete grants to the USBSF the non-exclusive, worldwide right and license to use and authorize third parties to use, in and on all media, the Athlete's name, image, picture, likeness, voice, biographical information and/or performance before, during and after the period of participation to promote the activity in which the Athlete participates or participated or to promote the success of the team on which the Athlete competes or competed.
- B. The Athlete agrees not to use or authorize the use of photographs, films or videos of the Athlete in his/her USBSF apparel or equipment or the use of the USBSF logo for the purpose of trade, without the prior written consent of the USBSF.

#### **Section 6—Term and Termination**

- A. The terms of this agreement shall start upon signing of forms by both the Athlete and the USBSF Chief Executive Officer. The agreement shall terminate on Sept. 30, 2010.
- B. The USBSF shall have the right to terminate this agreement if the Athlete defaults by not complying with the terms, conditions, agreements, undertakings, obligations and/or

responsibilities contained in this agreement. The Athlete is considered in default within 7 days following the receipt of a written notice from the USBSF if the Athlete has not cured the breach of contract.

If the Athlete violates the agreement as determined by the Chief Executive Officer, the Athlete will not be eligible for USBSF support or benefits described in this agreement and the USBSF reserves the right to refuse the Athlete the right of use of USBSF benefits, including:

1. USBSF equipment
2. Product and services provided by sponsors and/or suppliers
3. Air and land shipping fees
4. Storage fees
5. USBSF sponsor-related incentives

If the Athlete violates this agreement, the Athlete may be required to refund the USBSF up to the full amount of any sponsor-related benefits paid to or on behalf of the Athlete during the term of this agreement. Additionally, gross violations of this agreement may result in fines commensurate with the material impact of the violation(s) on the USBSF.

- C. The Athlete shall have the right to terminate this agreement if the USBSF defaults on any of its obligations stated in this agreement. The USBSF is considered in default within 7 days following the receipt of a written notice from the Athlete if the USBSF has not cured the breach of contract.

### **Section 7—Definitions**

- A. Athlete Designated Area- the portion of the Competitive Equipment and USBSF-approved uniforms on which the Athlete can display the names and logos of personal sponsors. See Attachment B.
- B. Athlete Sponsor- any sponsor or supplier of the Athlete where the sponsor is entitled to receive marketing or promotional benefits.
- C. USBSF-approved uniforms may include:
1. Jackets (winter, lightweight, fleece, rain)
  2. Shirts (T-shirts, polo shirts, long-sleeve shirts, turtlenecks)
  3. Pants (winter, tear-away, stretch, tights, shorts)
  4. Training apparel (warm-up suit)
  5. Head gear (baseball cap, winter hat, headband)
  6. Footwear (winter boots, socks, gym shoes)
  7. Miscellaneous (travel bag, backpack, gloves, mittens)
- D. Competitive Equipment- Personal performance gear that has a material effect on the performance of the Athlete during the actual sports competition.

Competitive Equipment for Skeleton includes:

1. Sleds
2. Helmets & visor
3. Start shoes
4. Competition race suits/Speed Suit
5. Goggles
6. Gloves

Competitive Equipment for Bobsled includes:

1. Sleds
2. Helmets & visor
3. Start shoes
4. Goggles
5. Gloves

E. USBSF-Designated Area- the area of the Equipment on which the USBSF is entitled to display the names and logos of USBSF sponsors and suppliers. See Attachment B.

#### **Section 8—USBSF and USBSF Sponsor and Supplier Mark Use**

- A. The use of any USBSF or USBSF Sponsor or Supplier Mark is prohibited without the expressed written consent of the USBSF.
- B. The Athlete agrees to refrain from referring to, publishing (print or electronically), or broadcasting any works of authorship created by or for the USBSF to imply or create improper or fraudulent endorsement by the USBSF.

#### **Section 9—Confidentiality**

The Athlete agrees not to reveal or disclose to any person, orally or in writing, the USBSF's or its sponsors' confidential information.

**USBSF ATHLETE MARKETING AGREEMENT**

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement to be effective  
October 2011 through October 2012.

ATHLETE

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Signature of Parent/Guardian if Athlete is under 18

Date \_\_\_\_\_

Date \_\_\_\_\_

USBSF

\_\_\_\_\_  
Chief Executive Officer Signature

Date \_\_\_\_\_

## SPORT ACCIDENT INSURANCE

NAHGA Claim Services  
Phone: 1-800-952-4320

The coverage provides a \$75,000 limit of medical expenses, after personal and other existing coverage are exhausted for USBSF members participating in USBSF sanctioned events. **Note:** The USBSF recommends athletes carry primary health insurance to participate in USBSF sanctioned events.

### Deductibles

#### **World Cup Athletes**

- Secondary insurance after \$500 per incident

#### **Inter-Continental Cup, Europa Cup & America's Cup Athletes**

- Secondary insurance after \$5,000 per incident

#### **Development Athletes** (designated by USBSF coaches)

- Secondary insurance after \$15,000 per incident

#### **Club Athletes** (designated by USBSF coaches)

- Secondary insurance after \$25,000 per incident

#### **All Other Athletes** (designated by USBSF coaches)

- Secondary insurance after \$25,000 per incident

### Claim Filing Instructions

Claim forms are available by contacting the USBSF office or visiting the Lake Placid OTC Sports Medicine Clinic.

1. Complete the claim form in full and have Haley Smith sign it.
2. Submit all itemized medical bills from your physician, medical provider and/or hospital. The bills must include patient's name, address, diagnosis and service code, date of service, description of service as well as the medical provider's name, address, telephone number and federal tax ID number.
3. If primary insurance is involved, submit all explanation of benefits to match itemized bills.
4. If out-of-pocket expenses were incurred, submit copies of receipts, cancelled checks, etc.
5. Mail completed claim form and necessary documents to:

NAHGA Claim Services  
PO Box 189, 100 Main Street  
Bridgton, Maine 04009-0189

6. Upon receipt of your completed claim form, NAHGA will provide written confirmation and assign a claim number.
7. For any phone inquiries to NAHGA (1-800-952-4320) please reference assigned claim number.
8. For policy information please contact Loomis & LaPann Inc. (1-800-566-6479).

Karen Boller kboller@loomislapann.com  
Kevin Joyce kjoyce@loomislapann.com  
Greg Joly gjoly@loomislapann.com

9. Please keep copies of claim form and all information sent to NAHGA.
10. Please note if you do not submit all of the above documentation, your claim cannot be processed.

## Personal Performance Gear – Winter Sports

The specialized equipment listed below has a material effect on the performance of athletes during the actual sports competition. This list has been compiled and approved by the United States Olympic Committee pursuant to the requirements of the Olympic Charter.

### Bobsled

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Sled  
Shoes  
Helmet & Visor

Goggles  
Gloves

### Skeleton

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Sled  
Shoes  
Helmet & Visor

Goggles  
Gloves  
Speed suit



Attachment A  
Athlete Perspective Sponsorship Proposal Form

Athlete Name: \_\_\_\_\_

Perspective Sponsor Company Name: \_\_\_\_\_

Perspective Sponsor Contact Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Perspective Sponsor Product(s)/Service(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Perspective Sponsor Logo (please attach below, provide on separate page, or e-mail to the USBSF Marketing Manager):

***For Office Use Only***

Received By: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

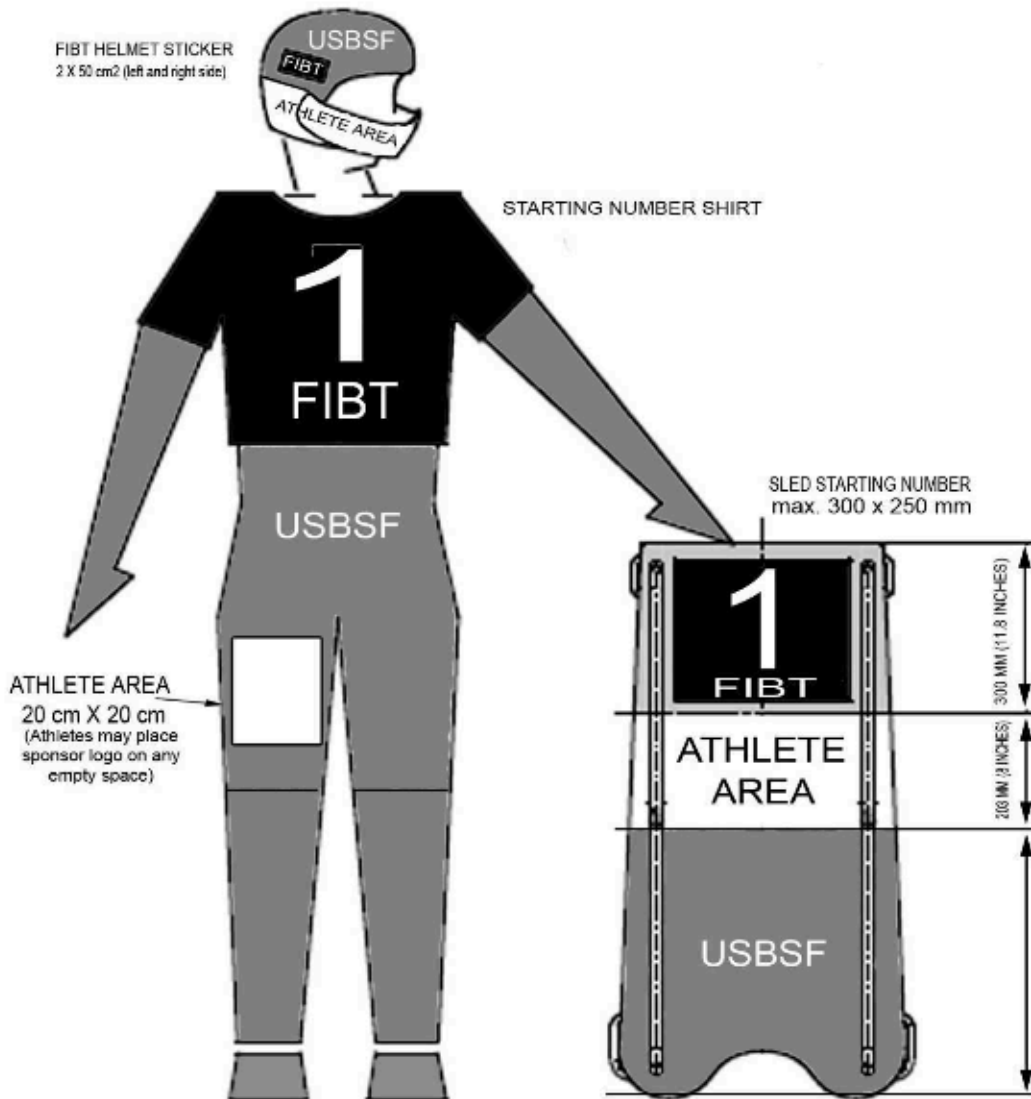
\_\_\_\_\_

Attachment B

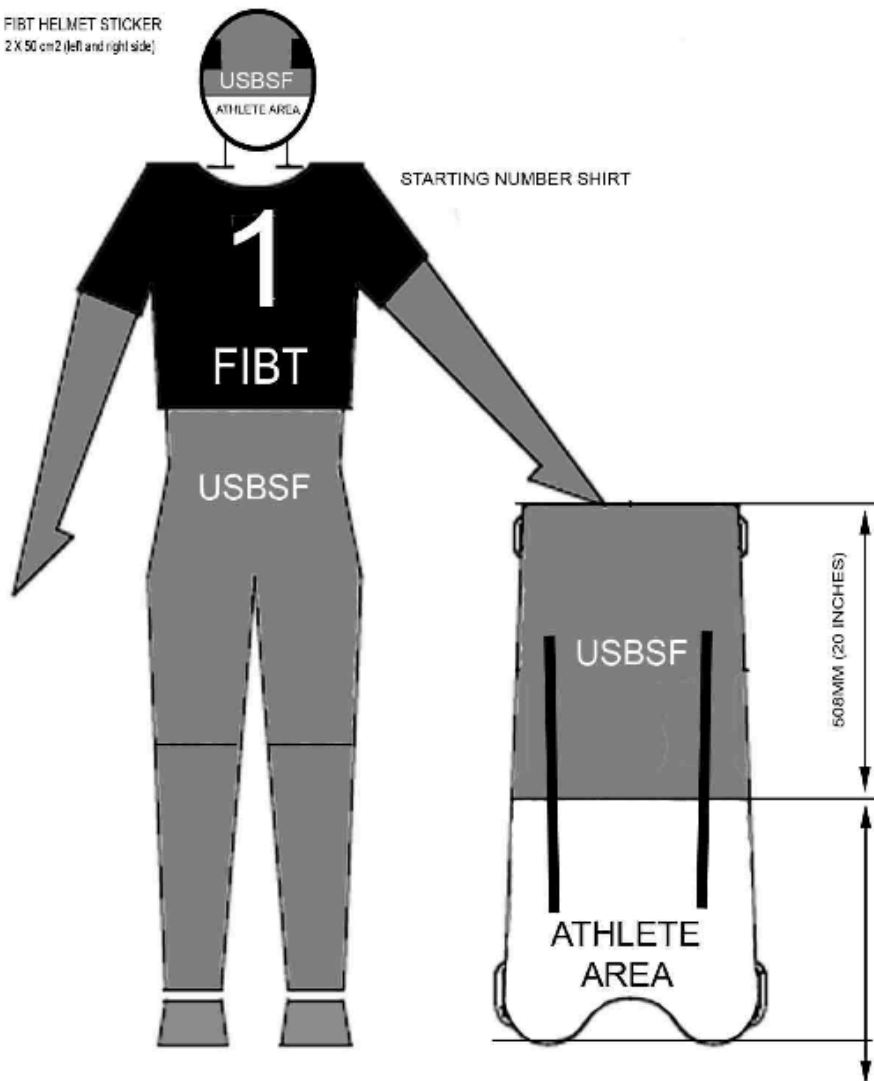
# Skeleton Athlete - Front

Skeleton sled - Pod

-  F.I.B.T. PROPERTIES
-  NO ADVERTISING ALLOWED
-  USBSF PROPERTIES
-  ATHLETE SPONSOR AREAS



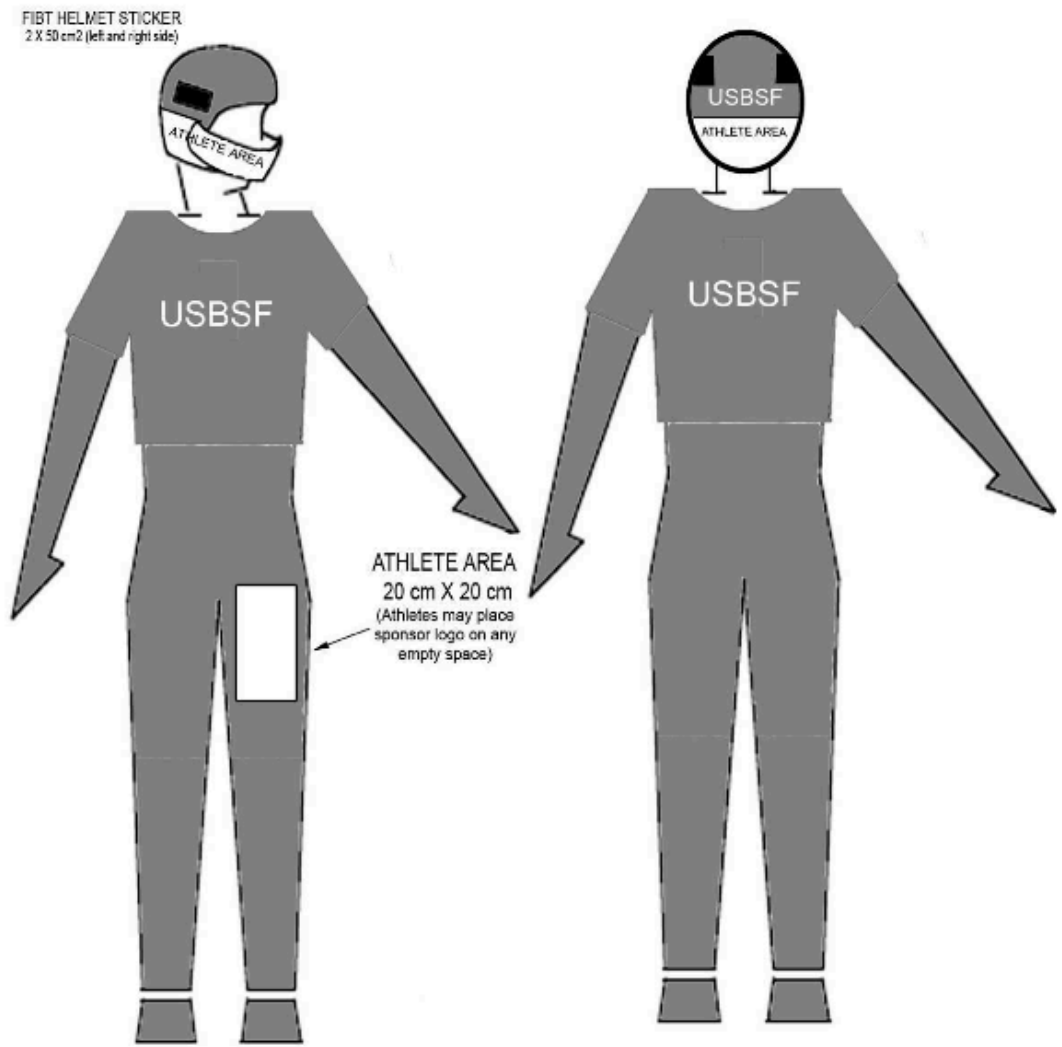
FIBT HELMET STICKER  
2 X 50 cm2 (left and right side)



# Skeleton Athlete - Back

Skeleton sled - Saddle/Supporting body

- F.I.B.T. PROPERTIES
- NO ADVERTISING ALLOWED
- USBSF PROPERTIES
- ATHLETE SPONSOR AREAS



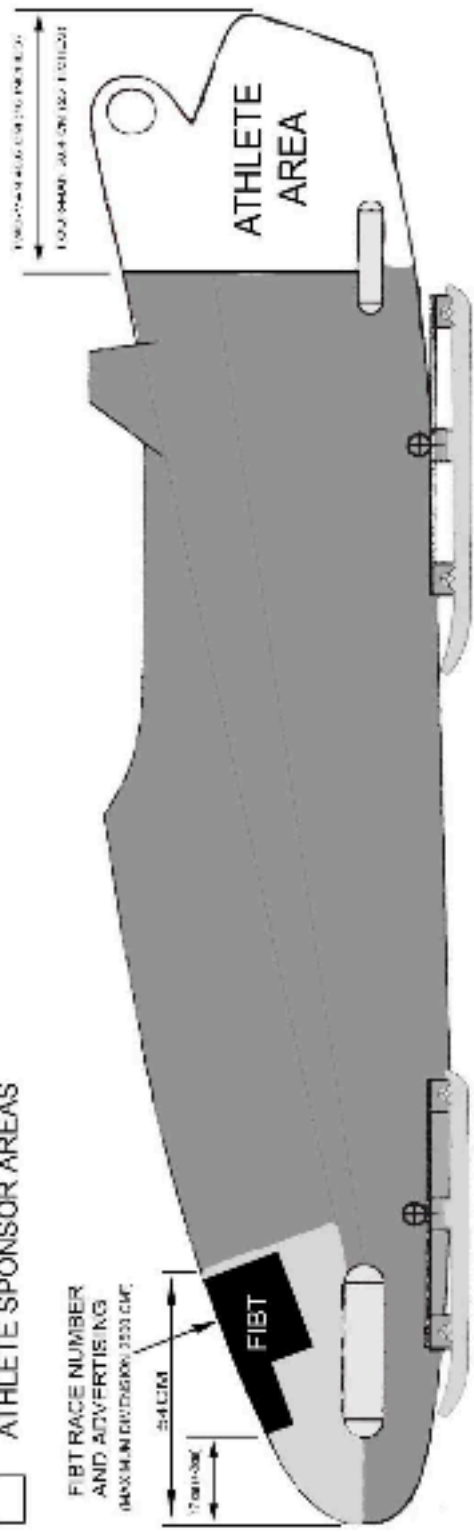
## Bobsled Athlete - Front/Back

- F.I.B.T. PROPERTIES
- NO ADVERTISING ALLOWED
- USBSF PROPERTIES
- ATHLETE SPONSOR AREAS

# Bobsled

- F.I.B.T. PROPERTIES
- NO ADVERTISING ALLOWED
- USBSF PROPERTIES
- ATHLETE SPONSOR AREAS

FIBRACE NUMBER AND ADVERTISING (MAXIMUM DIMENSION: 250 CM)



# Attachment C

## Athlete Concern Form

Athlete Name \_\_\_\_\_ Date \_\_\_\_\_

Current Athlete Level: WC ICC EC AC Development

Athlete E-mail Address: \_\_\_\_\_

Athlete Phone Number: \_\_\_\_\_

Date(s) of issue \_\_\_\_\_

Issue involves (circle one):

1. Coaching decision
2. Selection criteria/USBSF Bylaws
3. Code of ethics/code of conduct
4. Another athlete(s) \_\_\_\_\_
5. USBSF administration decision
6. Other \_\_\_\_\_

### **STATEMENT OF THE DISPUTE**

Please Describe Issue (use back if necessary or add attachment). Be sure to list all the facts involved and exactly how this concern has violated the Code of Ethics/Code of Conduct, Selection Criteria, and or Bylaws referencing the section of the document in question i.e. (Code of Conduct section B sub-section 1 states etc.) Please provide secondary information such as an e-mail that may support your claim.

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**REMEDY**

Please specify the outcome or relief you are seeking:

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**URGENCY**

To the best of your knowledge, is there an urgency to resolve the dispute and if so, provide the reasons justifying the need for an expedited procedure and the deadline to resolve the dispute:

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**SIGNATURE**

The complaint must be signed by the Claimant (or claimant’s authorized spokesperson or representative) or where a complaint is being brought on behalf of a team, by a representative of the team. If this complaint is being submitted electronically, the person sending the e-mail shall have been deemed to have signed the complaint.

By signing this document, the claimant attests that the information provided is accurate and truthful, allowing the AAC representative(s) to assist the claimant in finding the sought remedy the best way possible.

Signature of the Claimant / Authorized Spokesperson or Representative

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(Signature)

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(Date)

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(Printed Name)