

November 15, 2021



Athlete Communication Policy
OF
USA Shooting

Date	Changes	Approved By
October 15, 2021	Initial Draft	M. Suggs
November 15, 2021	Update with AAC input	M. Suggs

1. **Purpose**

USA Shooting (USAS) is committed to providing transparency to our members, volunteers, national team program athletes, and the public. This document describes the specific communication procedures for use with members of the National Team, and National Development Team, as well as those athletes striving to make those teams.

This document is the aggregation of existing procedures and newly implemented tools and procedures created in cooperation with the USAS AAC.

2. **USAS AAC Communication:**

The USA Shooting Athletes Advisory Council (USAS AAC) is made up of the USOPC AAC Rep and Discipline Reps from Rifle, Pistol, Shotgun, and Para.

- USAS AAC and the USOPC AAC rep are members of the USAS Board of Directors under the bylaw changes enacted in 2020, and pursuant to updates in the Ted Stevens Amateur Sports Act made in late 2020.
- Formal Requests for information from the USAS AAC to USAS Staff can be made through the Board Chairman to the USAS CEO.
- Informal requests can be made directly to any USAS Staff member by any member of the USAS AAC.
- The USOPC AAC Rep shall meet with the USAS CEO monthly, and the USAS AAC shall meet with the USAS CEO quarterly.
- The USOPC AAC Rep may schedule additional meetings as necessary.

3. **Team Selection Procedures:**

Official Posting: Once the team selection procedures are approved by the National Team Coach, HP Manager, and USAS CEO, and reviewed by the USAS AAC, those procedures will be posted on at <https://www.usashooting.org> in the policy and procedures section. Pan Am and Olympic Team procedures also require approval from the USOPC.

- Notification of team new team selection procedures shall be sent to the general USAS membership via email.

- USAS staff will be testing other methods for communicating selection procedure updates including case papers and video interviews of coaches, and webinars.

4. Official Team Communication

Official Team Communication consists of, but is not limited to, person-to-person communication regarding team selection, stipend status notification, disciplinary action, and requests for information. All Official Team Communication will be transmitted via email to the email address listed in the athlete profile in association management software. Athletes are required to keep this email address up to date in order to facilitate efficient communication with the USAS Staff. All official communication will include, or be sent by, the USAS HP Manager.

5. Major Competition Procedures:

- **Domestic Competitions:** Information regarding competitions conducted by USA Shooting will be posted at <https://usashooting.org> on the Events page. All USAS Shooting events match programs will include a disclosure on any impact that event has on team selection. Additionally, notifications will be sent via Slack and USAS social media feeds with links back to the USAS website.
- **International Events:** Naming to an event team, such as a World Cup or Grand Prix, will occur via Official Team Communication (email from the National Team Coach or HP Manager). Travel arrangements, notifications, and requests for information will occur via email. Athletes that refuse to provide information including, but not limited to, passport numbers, firearms serial numbers, in accordance with USAS team requests, will not be eligible for financial support from USAS for team travel. During the event, team communication will occur via Slack, email, or a platform designated by the team leader for that trip.
- **Delegation Events:** For the Olympics, Pan Am, Paralympics, or Para Pan Games, notifications will come through Official Team Communication, USOPC email and notifications, and the USOPC Games Registration process. During delegation events, Slack will be the primary communication platform for daily USAS communication. The USOPC may designate other mobile applications for delegation communication.
- **Team Selection Matches:** USAS will provide a minimum of 60-days notice for team selection matches and will use best reasonable efforts to provide more than 90-days notice that an event will occur. Due to the COVID-19 pandemic matches may be rescheduled, moved, or cancelled.

USAS will announce and explain major schedule changes via a conference call and post recordings on the USAS Website.

6. Ongoing Communication:

USA Shooting implemented Slack for NT/NDT communication at the request of and in cooperation with the USAS AAC. All team members and USAS Staff are able to access Slack at no charge under the USAS license agreement. The best uses for Slack:

- Posting questions to your discipline rep, AAC rep, coaches or peers
- Searching for answers to questions asked by your peers
- Searching for documentation posted by the USAS AAC reps
- Direct Messaging or Video Calling your AAC reps
- Open discussion forums on team related topics

National Team Coaches/Managers will maintain a consistent and predictable cadence of communication with their NT/NDT members.

- Each National Team Coach will host a quarterly live or web conference meeting open to National Team and National Development Team members. The USAS CEO and HP manager will be invited to that meeting. The meeting will be recorded for those that cannot make the meeting and posted to Slack.
- Each National Team Coach will send a monthly update email to the NT/NDT members. These emails are meant as informational only and will not be considered official communication.

7. Staffing and Hiring Procedures:

Staffing changes shall be communicated on a timely basis while respecting the privacy of USAS employees and applicants.

Interviewing Process for National Team Coaches/Managers:

- The CEO shall designate a hiring committee for each National Team Coach hiring process.
- The appropriate discipline rep for that hire shall be on that hiring committee.
- Communication with athletes during a hiring process is the responsibility of the appropriate discipline rep.

- Applicant name, decision criteria, and hiring process status will be considered confidential and will not be shared outside of the hiring committee, other than to provide appropriate status updates to the CEO.
- Hiring committees shall recommend candidates to the USAS CEO for approval. The authority to hire and negotiate compensation rests solely with the CEO in accordance with USAS Bylaws.

For Athletes With Questions Regarding These Communication Procedures:

The Athlete Ombudsman provides cost-free, independent, and confidential advice regarding athlete rights; resolving disputes or grievances; and any sport rule, policy, or process, including NGB-athlete agreements, codes of conduct, or team selection procedures. The Athlete Ombudsman can also help athletes connect with legal counsel or mental health resources if needed. Athletes may contact the Athlete Ombudsman at:

PHONE: (719) 866-5000

EMAIL: ombudsman@usathlete.org

WEBSITE: www.usathlete.org