USA Triathlon's Committees 2012

Revised 3/5/2012

Message From USAT Executive Director and President

The Committees of the USA Triathlon Board of Directors are crucial to its efficiency and effectiveness. This guide has been derived from bylaw requirements and enhanced by policies and procedures adopted by USA Triathlon's Board of Directors in coordination with members serving on committees. USA Triathlon could not have achieved the success it has over the years without the efforts of hundreds of committee volunteers, and we are thankful for them all. For those new to USA Triathlon Committee service we hope that you find this guide will help you as you support USA Triathlon.

Rob Urbach
USAT CEO

Bob Wendling
USAT President, Board of Directors

Introduction

Committees are created by the Board of Directors to assist USAT in developing, implementing and maintaining programs to best impact the multisport lifestyle. Committees identify, debate and present options for action to the Board for the resolution on issues affecting their constituency. Committees also provide opportunities for Board-staff interaction and exchange.

USA Triathlon's Bylaws on Standing Committees; Nominating, Finance and Audit, Compensation and Athletes Advisory Council

ARTICLE XI

Committees

Section 1. The Nominating and Governance Committee, the Finance and Audit Committee, the Compensation Committee, and the Athletes' Advisory Council (AAC) shall exist as Standing Committees of USA Triathlon. The Board of Directors shall have the power to establish and abolish such additional Standing or Special Committees as the Board deems appropriate from time to time, to prescribe the duties and objectives of such committees, and to appoint representatives to such committees, which representatives need not be members of USA Triathlon. Members of the other standing committees in this Section 1 shall include at least 20% athletes as defined by the USOC, and shall be selected by the Board of Directors with approval by the AAC.

Section 2.

(a) With the exception of the Nominating and Governance Committee, the Finance and Audit Committee, the Compensation Committee, and the Athletes' Advisory Council, the number of members on all committees shall be determined by the Board of Directors. Members of the Standing Committees, other than the Committees specified in Section 1 above, may be appointed either by the Board of Directors, the President, or the Executive Director and need not be members of the Board of

Directors. The President shall have the power to appoint one of the members of each committee as the chair.

(b) The Nominating and Governance Committee shall consist of not less than three (3) individuals

(c) The Finance and Audit Committee shall consist of three (3) members, one of whom shall be the Treasurer of USA Triathlon.

(d) The Compensation Committee shall consist of not less than three (3) individuals, including the President.

(e) The Athletes' Advisory Council shall consist of seven (7) members. The three (3) Athlete Directors shall automatically serve as members of the AAC. The remaining four (4) AAC members shall either meet the qualifications to serve on governing boards as defined by the USOC or currently hold an elite license

(f) Any USA Triathlon nominating and budget committee, panel empowered to resolve grievances, and committee that prepares, approves or implements programs regarding (i) the expenditure of funds allocated to USA Triathlon by the United States Olympic Committee; or (ii) the selection of international, Olympic and Pan American Games Team members, including athletes, coaches, administrators and support staff, shall have not less than twenty (20) percent of its membership and voting power held by athletes eligible to serve on designated committees as defined by the USOC and who are actively engaged in amateur athlete competition in the sports of triathlon. All appointments to any such committee, of an athlete actively engaged in amateur athletic competition in the sports of triathlon, shall be made by the Athletes' Advisory Council. Athletes "actively engaged in amateur athletic competition" shall mean those athletes who meet the qualifications to serve on governing boards as defined by the US Olympic Committee (USOC) as well as those athletes who currently hold an elite license.

Section 3.

(a) A quorum for the transaction of business at any meeting of a Standing Committee shall consist of a majority of its members.

(b) A Standing Committee shall establish rules of order and procedures for its meetings.

(c) A Standing Committee shall have the power to transact its business by mail, telegraph or telephone.

Section 4. The duties of the Standing Committees shall be as follows:

(a) Nominating and Governance Committee. The Nominating and Governance Committee shall be responsible for:

(1) Assurance of a fair election process which includes but is not limited to the preparation and dissemination of a "Call for Nominations" document setting forth the process and timeline for a member becoming a candidate in the election, the election timeline, election rules, the ballot and each candidate's platform document in a planned timeline that creates visibility for all elements of the election process.

(2) Verification that all persons seeking to be nominated for a General Director position complied with all of the requirements for nomination, including, in the case of non-incumbents, verifying that the candidate’s petition includes the requisite number of valid signatures.

(3) Examination, evaluation and recommendation to the Board of Directors of any changes in governance structure or function that would enhance the volunteer participation of members, or the efficiency of the Regional Councils or the Board of Directors.

(i) Identification and encouragement of qualified members to participate in volunteer governance at all levels.

(ii) Creation and maintenance of programs to stimulate member participation in the election of governance volunteers.

(iii) Reporting to the USA Triathlon Board of Directors current best practices of form and functioning of governance.

(b) Finance and Audit Committee. The Finance and Audit Committee shall assist in the preparation, presentation and review of all budgets, and such other duties as are assigned to it by the Board of Directors.

(c) Athletes' Advisory Council. The Athletes' Advisory Council shall broaden communication between USA Triathlon and currently active elite athletes, and serve as a source of opinion and advice to USA Triathlon's Board of Directors with regard to both current and contemplated policies of USA Triathlon. The Athletes' Advisory Council shall make recommendations to the Board of Directors on issues related to the needs and concerns of the elite athlete members of USA Triathlon including but not limited to:

(1) the selection of elite athlete races;

(2) the determination of qualification procedures for the selection of members to USA Triathlon's Elite National Team;

(3) the establishment and maintenance of elite rankings for USA Triathlon;

(4) the adoption, amendment and enforcement of rules relating to competitions in which elite athletes compete; and

(5) the procedure for the appointment or election of elite athletes to the United States Olympic

Committee's Athlete Advisory Council.

Section 5. All Standing Committees shall submit an annual written report of their activities to the Board of Directors at least two (2) weeks prior to the first regular meeting of the Board of Directors in each calendar year.

Section 6. Any member of a Committee may be removed by the Board of Directors. In the event of the absence of any committee member or members, the remaining members of the committee, whether or not they constitute a quorum, may replace an absent member or members at any meeting of such committee, or the Executive Director may so replace the absent member.

Committee Index

Bylaw Mandated Committees

Committee	Chair	Board Liaison	Staff Liaison
Athlete Advisory	**Barrett Brandon**	**Victor Plata**	**Anna Mack**
Compensation	**Bob Wendling**	**Bob Wendling**	**None**
Finance and Audit	**Jack Weiss**	**Jack Weiss**	**Deby Williams**
Hearing & Appeals	**Brian Harrington**	**Brian Harrington**	**Rob Urbach/ Sharon Carns**
Nominating and Governance	**Elizabeth Farnan**	**Kevin Sullivan**	**Sharon Carns**

Additional Committees

Committee	Chair	Board Liaison	Staff Liaison
Age Group	**Chuck Graziano**	**Jack Weiss**	**Tim Yount**
Collegiate	**Kevin Haas**	**Steve Sexton**	**Jeff Dyrek**
Duathlon	**Faye Yates/Tonya Armstrong**	**John Lines**	**Tim Yount/Wendy Peel**
Ethics	**Kevin Sullivan**	**Vince O'Brien**	**Sharon Carns**
Elite Athlete Selection	**Barrett Brandon**	**Dave Kuendig**	**Andy Schmitz**

Hall of Fame	**Chuck Graziano**	**John Lines**	**Tim Yount**
International Relations	**Melissa Merson**	**Bob Wendling**	**Anna Mack**
Junior/U23/FISU Selection	**TBD**	**Dave Kuendig**	**Anna Mack**
Marketing Advisory	**Vince O'Brien**	**Vince O'Brien**	**Chuck Menke**
National Coaching	**Graham Wilson**	**Kevin Smeltzer**	**Linda Cleveland**
Paratriathlon	**Mike Lenhart**	**Jack Weiss**	**Amanda Duke**
Race Director	**Penni Bengston**	**Barry Siff**	**Kathy Matejka**
Regional Chairs	**Ann Gilbert**	**Kevin Smeltzer**	**Tara McCarthy**
Strategic Planning	**Rob Urbach**	**Barry Siff**	**Rob Urbach**
Women's	**Awilda Harrington**	**Kevin Smeltzer**	**Kathy Matejka**

GENERAL POLICIES FOR COMMITTEE ADMINSTRATION

USA Triathlon, Inc. is the national governing body for multisport in the United States and is responsible for the conduct and administration of multisport events in the United States as outlined in Article III of its Bylaws.

The Board of Directors governs USAT.

USAT COMMITTEES

Members of committees, other than the Nominating Committee, the Finance and Audit Committee, the Compensation Committee, and the Athlete's Advisory Council may be appointed either by the Board of Directors or the Executive Director and need not be members of USAT. The President appoints one member of each committee as the chair. Each committee is assigned a member of the Board to act as a liaison to the Board. Specific information on Bylaw mandated committees can be found in Article XI of the Bylaws.

COMMITTEE LIST

Age Group
Athlete Advisory
Collegiate
Compensation
Duathlon
Ethics
Elite Athlete Selection
Finance and Audit
Hearing & Appeals
Hall of Fame

International Relations
Junior/U23/FISU Selection
Marketing Advisory
National Coaching
Nominating and Governance
Paratriathlon
Race Director
Regional Chairs
Strategic Planning
Women's

TASK FORCES
The Executive Director (CEO), President, or the Board of Directors may appoint a task force to complete a specific objective where an existing committee would not otherwise be appropriate. In each instance where a task force is established, the Board of Directors must also approve a budget for the activities and the administration of the task force. The term of service for a task force shall normally not exceed one year.

MISSION STATEMENT OF A COMMITTEE
Each committee shall have a mission statement. The Board of Directors shall annually review the mission statement of each committee and establish a review of the mission statement, if they deem it necessary.

ANNUAL GOALS OF A COMMITTEE
The Board of Directors shall work with committee members to establish goals for each committee. Each committee shall establish a timetable or action plan for achieving these goals. The timetable and action plan shall be distributed to the respective Board Liaison member to whom the Committee is directly responsible. In addition, all committees shall submit an annual written report of their activities to the Board Liaison at least two (2) weeks prior to the first regular meeting of the Board of Directors in each calendar year. The Board Liaison will send the report to the President.

REMOVAL OF A MEMBER
Any member of a committee may be removed by either:

1. A majority vote of the Board of Directors; or
2. In the event that the member misses 67% or more of the scheduled meetings in any continuous 12 month period, by the Committee Chair.

In the event of the vacancy of any committee member position, the remaining members of the committee, whether or not they constitute a quorum, may appoint a member to fill the vacancy at any meeting of the committee. In addition, the Executive Director (CEO), President, or Board of Directors may fill a vacancy.

FUNCTIONS OF A COMMITTEE
The functions of the committee may include but are not limited to the following:

1. To fulfill the mission of the committee as directed by the Board of Directors

2. To achieve the annual goals of the committee.

    a. To consider items which have been referred to the committee by staff, Regional Councils, other committees, or by the Board of Directors.

3. To advise the Board of Directors through a Board Liaison member to whom the committee is directly responsible.

4. To craft resolutions for action items to be presented by the Board Liaison for consideration by the Board of Directors.

5. To work with the staff liaison to prepare an annual budget for committee activities.

6. To conduct all committee activities within the approved budget for the current fiscal year.

USAT BOARD LIAISON
The Board Liaison is a member of the Board who maintains the formal contact or connection between the Board of Directors and a specific committee. Board Liaisons are appointed by the Board of Directors, and assignments are reviewed once a year. The primary role of the Board Liaison is to facilitate communication between the Board of Directors and the committee served.

USAT STAFF LIAISON
The committee staff liaison is assigned by the CEO to assist the committee as required and is the principal channel of communication between the USAT staff and the committee. The staff liaison shall facilitate communication among committee members and the USAT Board liaison. The staff liaison shall work with the committee chair in the preparation of budgets and the administration of the committee's expenses within approved budgets. The staff liaison shall distribute to the Board liaison the notices and agenda of all committee meetings, memorandums to or from the committee and minutes of all meetings. The staff liaison is generally responsible for taking minutes of the meeting in the absence of a designated secretary of the committee. The USAT staff liaison shall have a voice but no vote in the meeting.

RESPONSIBLITIES OF COMMITTEE CHAIR
The President appoints one of the members of each committee as the chair.

The responsibilities of the Committee Chair include:

1. Ensuring the committee adheres to it’s mission and achieves it’s annual goals

2. Scheduling all meetings of the committee.

3. Setting the agenda for all meetings.

4. Presiding at all meetings of the committee and guiding the business of the committee.

5. Keeping committee members informed of the activities of the committee or of USAT since the last committee meeting.

6. Introducing guests and presenters to the committee.

7. Serving as the spokesperson for the committee.

8. Appointing a secretary to take minutes for the committee.

9. Reviewing the draft of the minutes prepared by the secretary so that they may be submitted to the USAT staff liaison, members of the committee, and the Board Liaison for posting on the USAT web site.

10. Working with the USAT staff liaison to manage the programs and activities of the committee within the approved budget.

11. Assuming responsibility for the committee's compliance with the policies of USAT.

12. Maintaining regular contact with the USAT staff liaison and the Board liaison.

13. Submitting Committee Report to USAT fourteen (14) days prior to the first in person Board meeting of each year.

IMPLEMENTATION OF ACTION ITEMS BY COMMITTEEES

The implementation of action items shall be the responsibility of the appropriate USAT staff liaison.

1. An Action Item is passed by the committee for consideration by another committee or by the Board of Directors.

2. All Action Items should be submitted in writing and shall include an estimate of the costs of implementation.

3. The Action Item is referred to the Board liaison assigned to the committee.

4. The Board liaison shall either refer the matter back to the committee or refer the matter to another committee where appropriate, or shall put the Action Item on the agenda of the next meeting of the Board of Directors.

5. The Board liaison shall present the Action Item to the Board of Directors for consideration.

6. The Board liaison shall report the disposition of the Action Item to the committee chair or coordinator within 10 days of the Board of Directors meeting.

7 The Board liaison shall discuss with the committee chair or coordinator the plan for implementation of any Action Item approved by the Board of Directors.

8. If an Action Item should require a Board of Directors vote, a formal proposal or resolution must be created and submitted to the Board and staff liaison for approval prior to the next Board meeting. The proposal and resolution process is outlined in the Board approved 6/18/1999 Resolution Format and Timely Reporting of Resolutions.

EQUAL OPPORTUNITY TO PARTICIPATE

It is the intent and purpose of USAT to provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in committees of USAT without discrimination on the basis of race, color, religion, age, gender, sexual orientation, disability, or national origin. No conditions or restrictions for participation in committees of USAT may be imposed unless otherwise set forth in the USA Triathlon Rules and Regulations.

STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

Refer to the following link: http://www.usatriathlon.org/about-usat/governance.aspx

MISCONDUCT BY MEMBERS

The CEO, in response to written allegations of misconduct by a USAT member, may authorize a confidential inquiry to determine whether a further investigation or a hearing and appeals review is appropriate.

CONFIDENTIALTY

Items that are designated by the chair to be of a confidential or sensitive nature should not be disclosed outside the setting of the committee. Members who knowingly divulge this information shall be subject to the procedures of misconduct.

SCHEDULING AND NOTICE OF MEETINGS

USA Triathlon Committees shall conduct business on behalf of USAT by means of teleconference or other similar electronic means. Sufficient funds must have been previously budgeted and the expenses associated with these meetings shall be applied to the budget of the committee. Meetings shall normally be scheduled at least 30 days in advance of the meeting date, but shall in no case be scheduled less than 7 days in advance. A notice of all meetings of Committees stating the date and time shall be given to each member by email or by mailing it to each member's last known address so as to arrive no less than 7 days in advance of the meeting date. In the event that more than one third of the committee members are unable to commit to attend a meeting, the chair may cancel the meeting. The absence of a member at any meeting without protesting the lack of prior notice to or at the commencement of the meeting shall be deemed a waiver of notice.

QUOROM & VOTING

The presence of a majority of those duly registered and eligible to vote at a regularly scheduled meeting shall constitute a quorum. There shall be no voting by proxy. Each member shall have one vote on each matter; the chair need not vote except to break or cause a tie. Ex-officio members shall have a voice but no vote in the meeting. Invited guests may speak when recognized by a member of the committee. Only the chair may approve the participation of an alternate at a meeting.

MEETING AGENDA
A preliminary written agenda of the meeting should be discussed with the Board Liaison and the USAT Staff Liaison at least 7 days in advance of issuing notice of the meeting. A committee meeting agenda should follow this outline:

- Call to Order
- Roll Call
- Approval of Previous Minutes
- Reports by Committee Members
- Old Business
- New Business
- Announcements
- Announcement of Date and Place of Next Meeting

ANNUAL REPORT
USAT committees must submit an annual report detailing the previous year's expenditures and activities. This report shall be submitted no later than 14 days prior to the first in-person Board meeting of the year

ANNUAL BUDGET
Each committee shall submit a budget projecting financial requirements for the coming year. This budget request shall be submitted to the USAT National Office in accordance with the preliminary budget construction timeline, but never later than 30 days prior to the final in-person Board meeting of the year.

COMMITTEE MEETING MINUTES
The minutes of a committee meeting shall be prepared, distributed, amended, and approved within 30 calendar days from the date of the meeting. The minutes of any committee meeting shall include a fair summary of all matters discussed in the meeting, the text of any resolution submitted to a vote, a fair summary of all discussion on said resolution, and a list of how each committee member voted on said resolution.

COMMUNICATIONS OUTSIDE OF THE COMMITTEE
The USAT staff liaison and the respective Board liaison shall first review all communications from the committee intended for a wide distribution and beyond the membership of the committee. The USAT staff liaison and the Board liaison shall review all communications to organizations outside of the organization.

AUTHORIZATION OF EXPENSES
Only the USAT staff liaison shall authorize expenditures against the approved budget of the committee. There shall be no separate checking accounts for projects carried out under the direction of any committee without the express authorization of the Board of Directors.

HONORARIA
If budgeted, honoraria for speakers including coaches, athletes, and presenters are permitted.

2012 USA TRIATHLON NON-STANDING COMMITTEE DESCRIPTIONS

Age Group Committee

The mission of the Age Group Committee is to provide the Board of Directors with information and advice on issues of concern to age group multisport athletes.

The Age Group Committee maintains its own web site with current information about its members, projects, activities, reference materials on past issues, and information of interest to age groupers at www.usatagc.org

Chuck Graziano, Chair
Email: chuck@inspiredperformancecoaching.com

Jack Weiss, Board Liaison
Email: jack.weiss@usatriathlon.org

Collegiate Committee

The mission of the Collegiate Committee is to administer, develop and promote collegiate triathlon. The Collegiate Committee shall develop and maintain a framework that empowers each Conference to develop its own annual race season. The Collegiate Committee shall also encourage competitive excellence, and shall pursue a leadership role both regionally and nationally in order to foster the continued growth of collegiate triathlon throughout the country.

This Committee consists of 7 members; of these, 6 are regional representatives. Regional representatives serve a 2-year term and are responsible for representing the states within their region. The term runs from May to the end of the Collegiate Nationals two years later, and each collegiate club in the region will have one vote towards the election of their representative.

To qualify to be a regional nominee, one must:

- currently be an athlete or coach on a college triathlon team in the region they represent
- be able to fulfill a 2-year term limit as a member of a college triathlon team in that region

One Elite representative also sits on the Collegiate Committee to provide advice and perspective of the Elite collegiate triathletes. The Elite representative will serve a 2-year term. Each eligible triathlon club in the country has one eligible vote towards the election of the Elite representative.

To qualify to be an Elite nominee, one must:

- Have finished in the top 10 male for female finishers in the most recent collegiate nationals
- Be able to fulfill a 2- year term limit while continuing as an eligible collegiate triathlete throughout their entire term limit.

Kevin Haas, Chair
Email: krhaas@berkeley.edu

Steve Sexton, Board Liaison
Email: steven.sexton@usatriathlon.org

Duathlon Committee

The Duathlon Committee mission is to grow duathlon in the USA.

Faye Yates, Co- Chair
Email: faye@team-magic.com

Tonya Armstrong, Co-Chair
Email: tonya_armstrong@grainprocessing.com

John Lines, Board Liaison
Email: john.lines@usatriathlon.org

Ethics Committee

The mission of the Ethics Committee is to review reported potential violations of the Code of Ethics and, if appropriate, recommend actions for resolution to the Board of Directors. The Committee resolves conflict of interest issues, and reviews annual conflict of interest statements.

To view a copy of the USAT Code of Ethics please click on the following link:

http://www.usatriathlon.org/about-usat/governance.aspx

Kevin Sullivan, Chair
Email: kevin.sullivan@usatriathlon.org

Vince O'Brien, Board Liaison
Email: Vince.Obrien@usatriathlon.org

Elite Athlete Selection Committee

The Elite Athlete Selection Committee consists of a pool of nine members, including the chairperson of the USAT Athletes Advisory Council, the USAT High Performance Leader, four members appointed by the High Performance Leader and three athlete representatives (as defined by USOC Bylaws Section 8.8.1) appointed by the AAC. The High Performance Leader will sit on the discretionary selection committee. If there is no High Performance Leader currently hired, then the High Performance General Manager may assume the role of the Performance Leader. All members of the EASC are required to sign the USAT Conflict of Interest statement that is required of all USAT

committee members. Members are advised to read the USAT Committee Guide:

http://www.usatriathlon.org/about-usat/committees.aspx

A panel of three disinterested members of the Elite Athlete Selection Committee and the High Performance Leader (ex- officio/non-voting) shall be appointed to address and determine whether to nominate an athlete to a World Cup or World Triathlon Series event. Members of the panel shall be appointed alphabetically by last name, but at least 20% must be athlete representatives. A new panel shall be appointed for each appeal, but each panel may sit for multiple appeals for a single event. The Elite Athlete Selection Committee shall be empowered:

(1) To review appeals for discretionary selection and determine whether to nominate an elite athlete who has failed to meet the automatic selection criteria for a World Cup, World Championship or World Triathlon Series or other events not including the Olympics and Pan Am Games.

Barrett Brandon, Chair
Email: bigbillybarrett@yahoo.com

Dave Kuendig, Board Liaison
Email: dave.kuendig@usatriathlon.org

Hall of Fame Committee

The mission of the Hall of Fame is to acknowledge and honor those individuals who have played a significant role in the growth, awareness and progress of USA Triathlon and multi-sport activities in the United States.

Chuck Graziano, Chair
Email: chuck.graziano@tab-bergenessex.com

John Lines, Board Liaison
Email: john.lines@usatriathlon.org

Hearing and Appeals Committee

The mission of the Hearing and Appeals Committee is to conduct hearings and determine any appeal properly filed with USAT. The Committee reviews, investigates, and interprets any Competitive rule, regulation, or policy of USAT as well as impose and enforce penalties for any violation of the Competitive Rules or other polices or regulations of USAT.

In accordance with USAT Bylaws the Hearing and Appeals Committee consists of at least twelve members, including the chairpersons of the Legal Committee, Commissioner of Officials, at least four athlete representatives (20% minimum representation), and such other members as may be selected by the Executive Director. Except as otherwise provided in this Article XV, the Executive

Director shall appoint a panel of at least three members of the Board of Hearings and Appeals to address and determine any matter requiring resolution.

Brian Harrington, Chair and Board Liaison
Email: brian.harrington@usatriathlon.org

International Relations Committee

The International Relations Committee works to enhance USAT's participation in international activities related to triathlon, primarily within the governance structures of the International Triathlon Union and the Pan American Triathlon Confederation. The IR Committee advises the USAT National Board on matters related to international relations and recommends appropriate policies to support and enhance opportunities for all multi-sport athletes to compete in international events and participate in multi-sport related international activities, as outlined in our by-laws and further directed by the national board. The committee also is charged with reviewing recommendations and nominations for policies and persons related to these activities.

Melissa Merson, Chair
Email: Melissa.merson@usatriathlon.org

Bob Wendling, Board Liaison
Email: bob.wendling@usatriathlon.org

Marketing Advisory Committee

The mission of the Marketing Advisory Committee is to oversee all major marketing contracts. Though the USAT staff will be empowered to confirm deals that hold little financial impact to the organization, the Marketing Advisory Committee and, ultimately, the Board of Directors, will oversee the approval of sponsorships and partnerships and large purchases that have a potentially significant financial impact on USAT.

Vince O'Brien, Chair and Board Liaison
Email: vince.obrien@usatriathlon.org

National Coaching Committee (NCC)

The mission of the National Coaching Committee is to 1) Promote professionalism in multisport coaching and 2) Advise USAT staff regarding coaching education.

NCC membership qualifications:

- Must be a USAT certified coach
- Have 2+ years or multisport coaching experience

- Willing to contribute between 5-10 hours to NCC projects each month
- Commit to active participation in NCC email discussions
- Willing to commit to completing projects by mutually agreed upon due dates
- Committed to working in a positive, unified way with other NCC members and USAT staff and coaches
- Willing to attend an NCC meeting annually or semi annually
- May not be full-time employees of USAT
- Must be a US resident

NCC membership:

- Seven members, each with three year terms

Graham Wilson, Chair
Email: graham@thewilsongroup.biz

Kevin Smeltzer, Board Liaison
Email: kevin.smeltzer@usatriathlon.org

Paratriathlon Committee

The mission of the USA Paratriathlon Committee is to further the sport of paratriathlon through recruitment, education and outreach.

The International Paralympic Committee maintains its own web site, www.paralympic.org.

Mike Lenhart, Chair
Email: mlenhart@getting2tri.org

Jack Weiss, Board Liaison
Email: ironjack@ironheadrp.com

Race Director Committee (RDC)

The Race Director Committee shall advocate for all multisport race directors in the areas of education, business management, intercommunications with one another and with other constituencies, and in the formulation of all USAT actions and regulations that affect them**.**

The Committee shall comprise no less than five or no more than nine members, who reasonably represent diverse regions of USAT, genders, and diverse sizes and types of race organizations.

Each year the committee will be populated by the Board of Directors in consultation with the staff liaison at the first in person meeting. The Chair of the committee shall be elected by a majority vote of the committee at its first meeting. The Board of Directors expects that the minutes of each meeting be made available to the Board liaison to report to the Board of Directors on a timely basis. The committee shall include and consult the staff liaison in all communications, meetings, resolutions,

and deliberations. The committee shall utilize the Board liaison in all communications with the Board of Directors.

The Committee shall set its goals for the year at its first meeting. The Committee shall meet on a regular basis, approximately monthly such that its business can be conducted in an efficient manner. The Committee shall hold meetings, deliberate, and vote according to Robert's Rules of Order to the degree decided upon by a majority of the committee. The committee shall respond to Board inquires in a timely fashion according to the needs of the Board.

Penni Bengston, Chair
Penni@finishlineproduction.com

Barry Siff, Board Liaison
Email: barrysiff@comcast.net

Regional Chair Committee

The ten Regions of USAT are made up of volunteers who work diligently to provide members with information about the sport and opportunities to participate and compete regionally, nationally, and internationally. The USAT Regions are a resource for members active in all disciplines of multisport including triathlon, aquabike, duathlon, aquathlon, off-road and winter triathlon.

The Committee is comprised of Regional Chairs as elected by the Regional Councils.

Ann Gilbert, Chair
Email: agilbert601@gmail.com

Kevin Smeltzer, Board Liaison
Email: kevin.smeltzer@usatriathlon.org

Strategic Planning Committee

The Strategic Planning Committee's mission is to formulate and keep current the way forward for USAT, using input from all constituencies, Staff, and the membership.

Rob Urbach, Chair
Email: Rob.urbach@usatriahtlon.org

Barry Siff, Board Liaison
Email: barrysiff@comcast.net

Women's Committee

The mission of the Women's Committee is to identify, train, and promote women for leadership roles at USA Triathlon.

Awilda Harrington, Chair
Email: awildalc@me.com

Kevin Smeltzer, Board Liaison
Email: kevin.smeltzer@usatriathlon.org