DISCIPLINARY PROCEEDINGS AND GRIEVANCE POLICY
UPDATED: December 2025

USA Archery (USAA) is committed to providing prompt and equitable resolution of grievances as outlined in the Ted Stevens Olympic and Amateur Sports Act ("the Sports Act") §220522(14). This policy outlines how USAA responds to reported concerns, including those related to conduct and alleged violations of USAA policies. The procedures set forth the steps taken to investigate, resolve, and, if necessary, impose disciplinary measures related to concerns raised to USAA. These procedures also outline the hearing process that will be followed for applicable matters, to include processes to provide fair notice and an opportunity for a hearing before declaring individuals ineligible to participate as outlined in the Sports Act §220522(8).

1. **Complaint Designation & Eligibility**.

The following kinds of complaint types are reviewable by a hearing panel pursuant to Article XV of the USAA Bylaws (a "Complaint"):

A. Administrative Grievance

An Administrative Grievance complaint is one pertaining to any matter within the cognizance of USAA, including, but not limited to, any alleged violation of or grievance concerning: (i) any of USAA's rules, regulations, or policies; or (ii) any provision of USAA Bylaws; or (iii) noncompliance of United States Olympic & Paralympic Committee ("USOPC") Bylaws or the Sports Act.

B. Right to Compete Complaint

A Right to Compete complaint is one pertaining to any alleged denial, or alleged threat to deny, any member, who is an athlete, coach, trainer, manager, administrator or other official, the opportunity to compete or participate in a competition protected by the provisions of the Sports Act or the USOPC Bylaws.

If the amateur athletic competition in question is a Protected Competition as defined by the USOPC Bylaws, there is no obligation to exhaust remedies through a USAA hearing panel before proceeding to the process set forth in Section 9 of the USOPC Bylaws or to

binding arbitration using the established provider of arbitration services designated by the USOPC.

The Complainant shall include with the Complaint a list of all other individuals, together with their contact information, that may be adversely affected by a decision rendered upon the Complaint. Should the issue be referred to a hearing, the Chair of the Board of Justice shall determine which additional individuals should receive notice of the Complaint and shall provide appropriate notice to these individuals. Any individual so notified then shall have the right to participate in the proceeding as a party. If an individual is notified of the Complaint, then that individual shall be bound by the decision of the Hearing Panel even though the individual chose not to participate as a party.

C. Background Check Review ("Red Light" Appeal)

An individual who is preliminarily ruled disqualified from participation in USAA activities as a result of a "Red Light" finding (see USAA's Safe Sport Policy and Background Screen Procedures Policy) on a background check or a self-disclosure of a felony or misdemeanor that would otherwise trigger a "Red Light" finding may request a hearing under these procedures.

D. <u>SafeSport Violations</u>

SafeSport Policy violations will also be subject to the requirements as outlined pursuant to Article XVI of the USAA Bylaws, in conjunction with this policy.

E. Temporary Measures – Impacting Opportunity to Participate

Temporary measures issued by USAA that materially affect the Respondent's opportunity (e.g. suspension) to participate in sport, may request a hearing under these procedures.

Upon issuance of a decision that materially affects the Respondent's opportunity to participate, the Respondent has ten (10) days to request a hearing. If the Respondent does not make such a request within ten (10) days, the decision is no longer subject to review.

The following complaint types are not reviewable by hearing panel under these procedures, even if it should impact an individual's opportunity to participate:

A. Anti-Doping Violations

Any decision concerning a doping violation adjudicated by the United States Anti-Doping Agency (USADA) or World Anti-Doping Agency (WADA) shall not be reviewable through, or subject to, a hearing under these procedures.

B. Field of Play Decisions

The final decision of an official during a USAA sanctioned event regarding a field of play decision, to include allegations of cheating or any other matter subject to appeal procedures, (a matter set forth in the rules of the competition to be within the discretion of the official) will not be reviewable through, or the subject of a hearing under these procedures unless the decision is outside the authority of the official to make under the rules of the competition, or the product of fraud, corruption, partiality, or other misconduct of the official. For purposes of these procedures, the term "official" shall include any judge or other individual with discretion to make field of play decisions.

C. Employment Concerns

Any issue concerning the hiring, firing, or any other employment-related matter of any employee or contractor of USAA shall not be reviewable through, or the subject of, a hearing under these procedures.

D. Temporary Measures – Not Impacting Opportunity to Participate

Any temporary measures (e.g. no one-on-one contact directives, chaperone, no contact with Claimant) issued by USAA that do not materially affect the Respondent's opportunity to participate in sport, shall not be reviewable through, or the subject of, a hearing under these procedures.

2. Filing

Any current or former member, of USAA (a "Complainant" or "you") who believes themself/itself to be aggrieved by any action of USAA or by one of its members, may file a Complaint with USAA. If the Complainant is a minor, the Complaint may be initiated by such minor's parent or legal guardian. To be considered for resolution through these procedures, if you are the Complainant you must:

Provide the following required information, addressed and emailed to: (i) Chief Executive Officer and (ii) Chair of the Board of Justice at complaints@usarchery.org:

a. Must include your full name and identifying membership information;
b. The alleged grounds of violations or non-compliance; and
c. Attached supporting evidence and documentation to support the allegation.

A Complaint that is not filed in accordance with this Section shall render the filing void, with the exception of SafeSport violations, which should be reported and filed pursuant to USAA's Response and Resolution Policy and the SafeSport Code.

A. Filing Fee

Except in the cases of an expedited procedure, you must pay a filing fee of *$250 if you are an individual and $500 if you are USAA Club or State Association. *A Complainant may request a waiver of the filing fee by emailing the Board of Justice at complaints@usarchery.org.

There are no filing fees for complaints filed by USAA or ANY SafeSport violations.

Please note that the filing fee is non-refundable, except in the event that the Board of Justice rules in favor of the claimant, in which case the filing fee shall be refunded.

B. Time Bar

You must file a Complaint within the following time frames:

i. Administrative Grievance – sixty (60) calendar days since the occurrence of the alleged violation or grievance, except as provided below.

ii. Right to Compete – one-hundred eighty (180) calendar days since the denial or threat to deny.

iii. Complaints alleging SafeSport violations (except for those matters subject to the jurisdiction of USCSS) - not subject to any statute of limitations.

3. Complaint Review Procedures

A. Intake and Initial Inquiry

When USAA receives a report, the CEO or their designee will begin an initial inquiry. In the initial inquiry, the CEO or their designee shall conduct a file review to (i) review the Complaint to determine whether the alleged violation is within the jurisdiction of USAA, (ii) whether the underlying facts, if taken as true, give rise to an actionable claim, (iii), whether the Complaint complies with the requirements specified in Section 2, *Filing,* to include (iv) whether the Complaint was filed within the appropriate time frames, and (v) whether the Complainant has standing to file the Complaint.

If it is determined that the Complaint does not satisfy the criteria specified herein, and/or that the matter is not an actionable claim within USAA's jurisdiction, the matter will be deemed to have failed the initial inquiry and will not proceed to review. The determination is not subject to appeal nor a hearing. USAA shall so advise the Complainant, and no further processing of the Complaint shall be required pursuant to this Policy.

If is determined that the Complaint does satisfy criteria specified herein, and the matter is an actionable claim within USAA's jurisdiction, the review will continue. USAA shall send to the Complainant a notice acknowledging the receipt of the Complaint (the "Notice to Complainant"). The Notice to Complainant shall include a copy of these procedures.

In all cases, the initial inquiry and any subsequent steps will be conducted by disinterested individuals. Should the CEO or their designee be conflicted in the review of a concern, or if determined appropriate by the CEO, the CEO, in consultation with the Chair of the Board of Justice, shall appoint an impartial third party to conduct the review.

If the subject of a concern is the CEO or a member of the USAA Board of Directors or a board committee, the concern shall be forwarded to the Chair of the Board of Justice or their designee to conduct the initial inquiry and, if necessary, any subsequent review steps.

B. Review

USAA shall send to any individual and organization whose conduct is the subject of the Complaint (a "Respondent") a notice of the filing of the Complaint, a copy of the Complaint (the "Notice to Respondent"), and any attachments that were provided within a reasonable time after receipt by the Chair not to exceed fourteen (14) business days, without good reason. No Notice to Respondent need be sent when the only Respondent is USAA as it will have already received a copy pursuant to these procedures. If a party is a minor, all correspondence will also be copied to the minor's parents or legal guardians.

The Notice to Respondent shall include: (i) An invitation to respond in writing to the Complaint (which will be shared with the Complainant) to include reasons why the matter should not be taken on by USAA, or, a reasonable time for Respondent to prepare a defense, not to exceed fourteen (14) business days without just cause for delay; and (ii) A copy of these procedures. Delivery of the Respondent's response to the filing party will be provided within a reasonable time after receipt of the response.

During the course of the review, the CEO or their designee may take whatever steps deemed necessary in their discretion to conduct a full review of the matter, including but not limited to:

- Review of USAA Bylaws or relevant policies
- Review of documentation related to the matter
- Review of any evidence related to the matter
- Interviews with involved parties, including the reporter(s), the subject(s), and any witnesses

If the CEO or their designee finds cause to do so, a complaint may be dismissed during the investigative review. Reasons that a complaint may be dismissed include:

- Insufficient evidence to support claims
- Determination that the complaint is not in fact within USAA's jurisdiction to resolve
- No available remedy for the reported concern, even if the factual allegations are supported

A complaint may also be placed on an Administrative Hold; see Section 5. Resolutions, D. Administrative Hold for additional information.

If, based on the investigation, and the case has not already been dismissed in the investigative review process, the CEO or their designee determines that there is not probable cause (i.e., no fair basis or probability) to believe that the Complaint has merit or that the underlying facts and circumstances give rise to an issue that is appropriate for resolution under this Policy, the CEO, in consultation with the Chair of the Board of Justice, may administratively dismiss the Complaint and no further processing of the Complaint shall be required pursuant to this Policy.

If the Complaint is not dismissed, the CEO or their designee, in consultation with the Chair of the Board of Justice, may attempt to informally resolve the dispute that is the subject of the Complaint to the satisfaction of the parties. The process is as follows:

- The CEO or their designee will contact both the Complainant and the Respondent and inquire as to what resolution they seek.

- If such informal resolution is successful, the agreed upon resolution will be recorded with USAA in a form which includes written acknowledgement by the parties of that resolution.

If the Complaint is not dismissed or resolved, the case will be referred to a hearing.

4. Hearing Procedures

A. Administration

The Board of Justice will oversee the administration of the hearing process. The Board of Justice Committee members are subject to USAA's Conflict of Interest Policy and shall adjust their involvement, including recusal as necessary, in accordance with that policy.

The Board of Justice shall be responsible to ensure that all Complaints proceeding to a Hearing Panel are heard in a timely, fair, and impartial manner and may promulgate procedures in addition to those set forth in USAA's Bylaws and Exhibit A for the effective administration of Complaints filed with USAA.

The Board of Justice shall have exclusive authority to determine standing, rule on motions, render decisions, and exercise all other powers conferred upon it under this policy. Its actions and determinations shall not be subject to review, appeal, or override by the Board of Directors, except as expressly written in Section K. Arbitration.

B. Requesting a Hearing

USAA will submit a case referral to the Board of Justice requesting a hearing be set to hear the matter.

C. Expedited Procedures

A party may request an expedited hearing procedures for Right to Compete complaints ONLY and in the event that the matter at issue requires a resolution on an accelerated timeline in order to ensure that relief may be granted within the timeframe necessary.

If a Complainant wishes to have a matter considered on an expedited basis, they must ensure that this request is made known immediately upon filing their request for a hearing.

Every effort will be made to expedite the proceedings, including, but not limited to, modifications made by the Chair of the Hearing Panel to the procedures set forth to resolve the Complaint prior to the start of the event.

D. Hearing Panel

Upon the filing of a complaint, the Chair of the Board of Justice, or another member of the Board of Justice, Committee if the Chair has a conflict of interest, will appoint a hearing panel consisting of three (3) disinterested members of the Board of Justice to hear the complaint. The Chair of the Board of Justice will also appoint a Chair of the Hearing Panel from among the three panelists selected. The Chair may select themself as a member of the panel, including as the Chair. The Hearing Panel shall have at least one third (33.3%) athlete representation. All athlete representatives must be an Eligible Athlete or Eligible Para Athlete, as defined by USAA Bylaws. The hearing panel has the authority to rule on all motions, requests, and other matters raised in the proceeding.

It is the responsibility of the Chair of the Board of Justice to ensure that athlete representation requirements are met. If athlete representatives as elected to the Board of Justice by the Athletes' Advisory Council and Para Athletes' Advisory Council (collectively 'AACs) are not available or are conflicted, the AACs will vote on Eligible Athlete(s) or Eligible Para Athlete(s) to serve on the Hearing Panel.

Once of the Chair of the Hearing Panel has confirmed the availability of each appointee to serve on the Hearing Panel, all parties shall be informed of the panel composition and with reasonable time before the hearing begins. Any party to the proceeding may object to the appointment of any member of the panel on the grounds of bias or conflict of interest which the party believes to be disqualifying. The objection, along with relevant information, will be provided to the Ethics Committee to review potential grounds for disqualification. The Ethics Committee will timely render a determination of whether the appointed panel member should be disqualified, and, if the panel member is disqualified, a replacement panel member will be appointed by the Chair of the Board of Justice.

E. Representative

Any party to a hearing panel proceeding may have legal representation or an advisor present throughout such proceedings at their own expense.

F. Pre-Hearing Process

The Chair of the Hearing Panel will select the time and place for the hearing so as to have the hearing occur at the earliest convenient date for all parties not to exceed 90 business days (unless expressly waived in writing by both parties) after the last filing with USAA, without just cause for delay. The Chair may choose to conduct the hearing by conference call or other similar electronic means.

Not less than fourteen (14) business days prior to the hearing, except in the case of expedited cases, the Chair of the Hearing Panel shall send to the parties a written copy of the procedures to be followed at the hearing. Those procedures shall include those set forth on Exhibit A.

The Chair will communicate the information about the hearing schedule along with the identity of the other members of the Hearing Panel to the parties to all parties no more than two (2) business days before the hearing is scheduled.

G. Exchange of Information

In advance of the hearing, the hearing panel will require the parties to exchange information, a list of anticipated witnesses with a brief description of expected testimony, and any exhibits that the parties anticipate using at the hearing. The

exchange of information shall take place within a reasonable time before the hearing, based on the agreed-upon hearing schedule.

The Chair of the Hearing Panel may set a deadline for any submissions and exchange of information prior to the hearing date.

H. Conduct of the Proceeding

The hearing will proceed in accordance with guidelines as set forth in Exhibit A.

I. Standard of Review

The hearing panel will be required to determine whether, based on the evidence presented, the party seeking relief has proven its entitlement to relief by a preponderance of the evidence. The hearing will be a de novo review and will require a majority vote by the Hearing Panel.

For matters involving the adjudication of a violation that merits disciplinary action, the Hearing Panel will determine a proportionate sanction as outlined in Section 5, Resolution.

J. Decision

The Hearing Panel shall report its decision on the merits in the form of written findings of fact and conclusions. The decision shall be sent to the parties, including a notice for the opportunity to appeal as set forth in K. Arbitration. Subject only to any right to arbitration as is specified in K. Arbitration, the decision of the Hearing Panel shall be final and binding upon all parties. Decisions shall be provided to the parties within 30 calendar days of the hearing date.

K. Arbitration

USAA agrees to submit to binding arbitration conducted under the commercial rules as established by a major national provider of arbitration and mediation services based in the US and designated by the USOPC with the concurrence of the Team USA Athletes' Commission and the National Governing Bodies' Council, as required by §220522(4)(B) of the Sports Act, to include any controversy involving: (i) a Right to Compete Complaint or (ii) its recognition as a National Governing Body, as is provided in the Sports Act.

Such controversy may include the opportunity of any amateur athlete, coach, trainer, manager, administrator, or official to participate in amateur athletic competition, upon the demand of the USOPC or any aggrieved amateur athlete,

coach, trainer, manager, administrator, or official using an established major national provider of arbitration and mediation services based in the US and designated by the USOPC with the concurrence of the Team USA Athletes' Commission and the National Governing Bodies' Council, as required by §220522(4)(B) of the Sports Act.

USAA does not require an individual to exhaust other remedies before demanding arbitration.

5. Resolution

A. Formal Resolution

The Hearing Panel may impose a formal resolution, including but not limited to the following:

i. Reprimand. A communication, either public or private, of USAA's decision to impose a reprimand regarding the Complaint. Any reprimand may be combined with probation or suspension.

ii. Probation. A ruling that, for a specified time, the subject's continued participation in USAA's activities, sanctioned competitions, etc. are subject to some additional requirements. The Hearing Panel may order that notice of probation be given to appropriate authorities, such as event directors.

iii. Conditional Membership. A ruling that, for a specified time, the Respondent's membership is conditioned upon the satisfaction of certain conditions. These conditions shall be described specifically, as shall the consequences of failing to meet them. The Hearing Panel may order that notice of certain conditions be given to appropriate authorities, such as event directors.

iv. Suspension or Expulsion. A ruling that (i) either permanently or for a specified period of time or subject to certain conditions, the Respondent is prohibited from participating in sanctioned competitions or other of USAA's activities, or (ii) in the case where the subject has applied for membership, membership is not allowed, and the Respondent is placed on the permanently ineligible list. The Hearing Panel may limit the effect of a suspension to certain activities or competitions, and may establish conditions that, if satisfied, will result in the lifting of a suspension. The Hearing Panel may order that notice of suspension, expulsion, or permanent ineligibility be given to appropriate authorities, such as event directors.

v. Other. The Hearing Panel may order such other relief as it deems appropriate (e.g., letter of apology or restitution, including, for example, the payment for damaging equipment or the recovery of any financial benefit improperly derived by a Respondent or additional trainings).

B. Informal Resolution

Informal Resolutions can be issued at any time during a case. Conditions dependent on how both parties agree on how to proceed, but both parties must be in agreeance.

C. Administrative Closure

i. No Applicable Policy. The alleged violation, even if true, would not rise to the level of a policy violation.

ii. Previously Adjudicated. The specific allegations reported to USAA are confirmed to have been appropriately adjudicated and/or formally resolved by the USOPC, the U.S. Center for SafeSport, or USAA, and no new information that materially changes the determination and outcome of the previous adjudication has been presented.

iii. Admonishment: USAA determines the alleged misconduct may presently or, if the conduct continues, in the future violate any policy and is best addressed with a Respondent via an educational conversation, followed by a Letter of Admonishment. The Letter of Admonishment may be used as an aggravator in any subsequent case(s) involving conduct of a similar nature. An Admonishment does not constitute a finding or admission by the Respondent of a policy violation. An Admonishment constitutes a final and binding disposition of the matter.

iv. Letter of Concern (Minor Respondents only): USAA determines that alleged misconduct may presently or, if the conduct continues, in the future violate any policy and is best addressed with a Minor Respondent and/or their Parent/Guardian with an educational conversation, followed by a Letter of Concern. The Letter of Concern may be used as an aggravator in any subsequent case(s) involving conduct of a similar nature. A Letter of Concern does not constitute a finding or admission by the Minor Respondent of a policy violation. A Letter of Concern constitutes a final and binding disposition of the matter.

v. Deceased Respondent. USAA confirms the Respondent is deceased.

vi. Unsupported Allegations. The reported Claimant(s) deny that they have experienced misconduct, and there is no corroborative evidence to support the allegation(s).

D. Administrative Holds

An Administrative Hold is USAA's recognition that there is currently insufficient information to proceed with an investigation; however, USAA holds these matters thereby retaining jurisdiction and may re-open them at any time when sufficient information is made available. Administrative Holds may occur for any one or more of the following
reasons:

i. Insufficient Information. There is insufficient information to proceed with or continue a formal investigation regarding an alleged policy violation. Lack of party and/or witness participation and/or relevant documentary evidence impedes a full assessment of the allegations, and such participation and/or evidence, if they were to become available, would be necessary to determine investigatory finding(s) or policy application.

ii. Claimant Declined. USAA has made the requisite attempts to contact the Claimant and the Claimant has reported that they do not want to or are unable to participate in USAA's process at this time, and their participation is deemed necessary for USAA to proceed with an investigation.

iii. Non-Responsive Claimant. USAA has made the requisite attempts to contact the Claimant and the Claimant has been non-responsive, and their participation is deemed necessary for USAA to proceed with an investigation.

iv. Unidentified Claimant. USAA has received a report of misconduct which does not identify the Claimant. USAA has made the requisite attempts to contact the Third-Party Reporter/witnesses and USAA has been unable to identify a Claimant, and their participation is deemed necessary for USAA to proceed with an investigation.

6. General.

A. Records

All notices, reports and decisions under this Policy shall be made in writing and delivered in electronic mail creating a record of receipt. Participation in these procedures shall be deemed to constitute agreement to be bound by the provisions of this Policy. If, in the course of a hearing conducted pursuant to this Policy, the Hearing Panel discovers that a Respondent has engaged in a USAA Safe Sport Policy

and/or U.S. Center for SafeSport Code violation, those issues will be resolved as set forth in Article XVI of the USAA Bylaws.

B. Publication of Permanently Ineligible Members

Where a final decision has been rendered in a matter where the discipline imposed is permanent expulsion, or permanent ineligibility for membership USAA shall publish the following information in one or more of its publications and on USAA's website:

i. The name of the individual;

ii. The state of residence of the individual where the violation occurred and/or where the individual resides at the time the discipline is imposed; and

iii. With respect to decisions rendered after the adoption of this Section 1.13, which of USAA's Bylaws, rules, regulations, or policies were violated.

C. Confidentiality.

The Board of Justice may take into consideration previous complaints, regardless of the outcome, involving either the Claimant or Respondent to establish a pattern of misconduct or abuse of process, such as retaliation.

If previous complaints exist, are applicable and/or relevant, or may contribute to a pattern of related behavior, the Safe Sport and Compliance Administrator may provide a summary of such complaints to the Board.

Previous complaints that have been administratively closed are not subject to disclosure nor distribution of evidence and are to be maintained confidential by the Board.

Previous complaints with a finding that resulted in disciplinary action are not subject to disclosure nor distribution of evidence, but, at the discretion of the Board, may be discussed verbally during a hearing.

If previous complaints factor into the Board's decision, the Board will issue separate written resolutions to both the Claimant/ Complainant and the Respondent as to maintain confidentiality.

7. Retaliation

A. Anti-Retaliation Statement

USAA prohibits retaliation against anyone who reports misconduct or provides information about misconduct as more fully detailed in USAA's Whistleblower Policy located at www.usarchery.org. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in the complaint processes when the action is reasonably related to the report or engagement with the process. Retaliation may be present even where there is a finding that no violation occurred.

B. Retaliation is defined by, but not limited to, Section 220501(b)(11) of the Sports Act. The Act states:

Any adverse or discriminatory action, or the threat of an adverse or discriminatory action, including removal from a training facility, reduced coaching or training, reduced meals or housing, and removal from competition carried out against a Protected Individual as a result of any communication, including the filing of a formal complaint, by the Protected Individual or a parent or legal guardian of the Protected Individual relating to the allegation of physical abuse, sexual harassment, or emotional abuse, with the U.S. Center for SafeSport (USCSS); a coach, trainer, manager, administrator, or official associated with the USOPC; the United States Attorney General; a federal or state law enforcement authority; the Equal Opportunity Employment Commission; or Congress.

C. Employees

In the event that an investigation of potential retaliation finds that an employee of USAA has retaliated against an individual in response to any communication, including a formal complaint, from that individual (or their parent / legal guardian) related to an allegation of physical abuse, sexual harassment, or emotional abuse, USAA shall immediately suspend that employee without pay or terminate the employee as required by §220509(c)(2) of the Act.

8. USAA Resources

The CEO or their designee is responsible for this policy and its enforcement. The CEO or their designee can be contacted with any questions about this policy.

CEO: ceo@usarchery.org
Director of Athlete Safety and Compliance: athletesafety@usarchery.org

9. Additional Resources

Individuals who wish to report concerns related to this policy as it relates to involvement in the Olympic and Paralympic Movement, or are uncomfortable reporting a concern directly to USAA, may also submit a report using the USOPC Integrity Portal. The Integrity Portal allows individuals to submit concerns to the USOPC confidentially and/or anonymously. Reports may be made online or by telephone.

Website: usopc.ethicspoint.com
Hotline: 877-404-9935

Team USA athletes may contact the Athlete Ombuds for independent and confidential advice on a variety of sport related matters, including their rights, applicable rules, policies or processes, and questions related to resolving disputes and grievances. The Athlete Ombuds can also help Team USA athletes connect with legal counsel or mental health resources if needed. All other USAA athletes (i.e., athletes competing domestically at the masters or youth level, recreational athletes, foreign athletes), are welcome to visit the Athlete Ombuds website to review informational resources and should work directly with USAA to understand additional resources and options available to them.

Email: ombudsman@usathlete.org

Website: www.usathlete.org

Exhibit A
Hearing Rules

1. The hearing shall be closed to the public except for the Hearing Panel, the parties and their counsel (if applicable).

2. Except in the case of expedited procedures, the Hearing Panel shall rule on all motions and other matters raised in the proceeding.

3. The Hearing Panel shall set such timelines and other rules, not inconsistent with these rules, regarding the proceeding, witness lists, and the conduct of the hearing as it deems necessary.

4. All parties will receive notice of the identity of any witnesses that will appear at the hearing and a distribution of evidence such that the evidence may be inspected within a reasonable time to prepare one's position in the matter.

5. Each party shall have the right to appear personally or through a legal representative. All parties shall be given a reasonable opportunity to present and examine evidence, cross-examine witnesses and to present argument. Members of the Hearing Panel shall have the right to question witnesses or the parties to the proceeding at any time.

   a. Claimants or Respondents that are Minors (under age 18) have the option to be represented by their Parent/Legal Guardian.

6. Conformity to legal rules of evidence will not be necessary.

7. The hearing shall be informal, except that testimony shall be taken under oath. The hearing panel Chair does not have to be of the legal profession to issue an oath.

8. Any party may have a record made of the hearing. A court reporter may be present at the hearing at the request of a party. The court reporter shall be paid for by the party requesting the court reporter, or if mutually agreed, the cost may be equally divided. Any transcript shall be paid for by the party requesting the transcript.

9. The hearing will occur in real-time at a time and place that all parties are able to attend.

10. Order of Hearing:

a. Disposition of any Motions

The respondent may make a motion to dismiss and/or the Hearing Panel may on its own dismiss the matter on the grounds including, but not limited to jurisdiction, statute of

limitations, failure to state a case and/or compliance with USAA's Bylaws. If the complaint is not dismissed, the Hearing Panel shall hold a hearing on the complaint.

b. Opening Statements (time limit established by Chair of Hearing Panel):

- Complainant
- Respondent

c. Presentation of Evidence:

Complainant's Case:

- Presentation of evidence, accounts and witness testimony
- Cross examination by Respondent
- Questions by Hearing Panel

Respondent's Case:

- Presentation of evidence, accounts and witness testimony
- Cross examination by Complainant
- Questions by Hearing Panel

Closing Statements (time limit established by Chair of Hearing Panel):

- Complainant
- Respondent
- Complainant's rebuttal

d. Evidence:

Witness Testimony

i. Complainant and Respondent will exchange witness lists in advance of the hearing, and their respective representatives or counsel, will have the right to call and/or question witnesses.

ii. The Hearing Panel will also have the right to question witnesses.

iii. The Hearing Panel may limit the number of witnesses if to do so is believed necessary to maintain an orderly and timely hearing yet affords a fair opportunity of the parties to be heard.

iv. Documentary evidence will be exchanged by the parties in advance of the hearing, if and to the extent practicable, with copies of all documents provided to the Hearing Panel.

v. The Hearing Panel shall set due dates for the exchange of such information. The Hearing Panel is authorized to resolve any dispute concerning the exchange of information.

vi. No party and no one acting on behalf of any party shall communicate ex parte with a Hearing Panel member.

e. Burden of Proof:

Burden of proof rests with the Complainant and the standard to be used by the Hearing Panel is preponderance of the evidence.

Exhibit B

Pre-Hearing Checklist (To Be Complete by USA Archery)

Date of Hearing: _____

The hearing panel must include a minimum of 33.33% Eligible Athlete or Eligible Para Athlete representation. Please complete the form below to verify compliance with this requirement.

Number of Non-Athlete Hearing Panel Members:
Number of Eligible Athlete or Eligible Para Athlete Panel Members:
Percentage of Eligible Athlete or Eligible Para Athlete Representation on the Hearing Panel:

Names of Hearing Panel Members

Hearing Panel Member (1): _____
Is the panel member a BOJ Committee Member: Yes No
Is the panel member an Eligible Athlete/ Eligible Para Athlete Representative: Yes No
Other:
If not a BOJ Committee member, are they an Eligible Athlete/ Eligible Para Athlete Representative selected by the AAC/Para AAC: Yes No
If none of the above apply, please explain:

Hearing Panel Member (2): _____
Is the panel member a BOJ Committee Member: Yes No
Is the panel member an Eligible Athlete/ Eligible Para Athlete Representative: Yes No
Other:
If not a BOJ Committee member, are they an Eligible Athlete/ Eligible Para Athlete Representative selected by the AAC/Para AAC: Yes No
If none of the above apply, please explain:

Hearing Panel Member (3): _____
Is the panel member a BOJ Committee Member: Yes No
Is the panel member an Eligible Athlete/ Eligible Para Athlete Representative: Yes No
Other:
If not a BOJ Committee member, are they an Eligible Athlete/ Eligible Para Athlete Representative selected by the AAC/Para AAC: Yes No
If none of the above apply, please explain:

Hearing Panel Member (4): _____
Is the panel member a BOJ Committee Member: Yes No
Is the panel member an Eligible Athlete/ Eligible Para Athlete Representative: Yes No
Other:
If not a BOJ Committee member, are they an Eligible Athlete/ Eligible Para Athlete Representative selected by the AAC/Para AAC: Yes No
If none of the above apply, please explain:

Hearing Panel Member (5): _____
Is the panel member a BOJ Committee Member: Yes No
Is the panel member an Eligible Athlete/ Eligible Para Athlete Representative: Yes No
Other:
If not a BOJ Committee member, are they an Eligible Athlete/ Eligible Para Athlete Representative selected by the AAC/Para AAC: Yes No
If none of the above apply, please explain:

Please list the names of the Witnesses as provided by the Claimant:
Witness (1): _____
Witness (2): _____
Witness (3): _____

Please list the names of the Witnesses as provided by the Respondent:
Witness (1): _____
Witness (2): _____
Witness (3): _____