



USSF POLICY LETTER 01

DATE: August 2011

USSF DELEGATION FORMATION

PURPOSE

To provide a process by which athletes, coaches, officials, and other members of an official USSF delegation are chosen, elected, and/or authorized to attend an official USSF event either domestically or internationally. This also addresses distribution of USSF funds, financial responsibility, and related accountability.

AUTHORITY

USSF By-Laws, Article IV, Section 4.C.

This Policy Letter supersedes all previously dated information on the same subject.

POLICY

Section 1. General

- A. All athletes, coaches, officials, and any other members of the official USSF delegation must be a member in good standing with the USSF.
- B. The Board of Trustees, under council from the Executive Committee, will and can at any time, deny an athlete, coach, official, etc... from competing / attending events based on character. Any representative of the USSF should be of high moral character and promote the USSF, ISF, and the sport of sumo with professionalism and in accordance with USSF By-Laws and Policy Letters.
- C. The Executive Committee will notify athletes of international competition details and prompt athletes to return confirmation of eligibility.

Section 2. Official USSF Delegation

- A. Athletes
 1. The current National Champions from their division have first choice of representing the United States and the USSF at the World Sumo Championships. If the gold medalist cannot make it or chooses not to go – the choice passes to the silver, then bronze medalists.
 2. In case of no current year champion or the current gold, silver, or bronze medalists cannot attend the Board of Trustees will decide the athlete to best represent the USSF. This athlete will NOT receive funding from the USSF, unless otherwise approved beforehand by the Trustees.
 3. For tournaments other than the World Sumo Championships, the USSF generally does not pay any expenses. Conversely, there are normally no restrictions on who can compete at these other international tournaments, so multiple athletes in each division can go as they please (paying their own way, of course).
 4. The Athletes representing the U.S. and USSF should be of high moral character.

B. Coach(s) and Official(s)

1. Nominations for Coach(s) and Official(s) for any given year will be accepted in writing by the Executive Committee. Name only applications will not be accepted.
2. In deciding upon Coaches and Officials, the Executive Committee may take into account the representative athletes' suggestions.
3. The Executive Committee may then recommend to the Trustees, up to three (3) individuals for each position (Coach and Official) to be selected as part of the official USSF delegation. Written recommendations from the Executive Committee, and the "voice of the athletes" should be forwarded to the Trustees for their final selection/approval.
4. The Trustees have the final selection/approval of who the Coach(s) will be, if any at all.
5. The Coach(s) and Official(s) representing the U.S. and USSF should be of high moral character.

C. Additional Delegates

1. At the current time the USSF does not recognize any other official position(s) as such to include in this Policy Letter as part of an official delegation.
2. In the past, family and/or friends have attended as official members of the USSF delegation. This has been on a case-by-case basis so that the other members can travel, lodge, and attend functions with the team (i.e. family member/friend). We will continue to do this on a case-by-case basis and as long as the other members know that all expenses (i.e. travel, lodging, etc...) are paid for by that individual. No USSF funds will be provided.

Section 3. Responsibilities

A. Responsibilities of the Athletes

1. Train / practice
2. Supply required documents in a timely manner
3. Attend all training/meetings/competitions as scheduled
4. Be able to fund the trip with possibility of no reimbursement
5. Obtain passport and other documents as required
6. Conduct oneself in a responsible manner

B. Responsibilities of the Coach(s)

1. Be in contact with sponsoring organizations, athletes, the USSF delegation, Executive Committee, and Trustees
2. Supply required documents in a timely manner
3. Be able to fund the trip with possibility of no reimbursement
4. Obtain passport and other documents as required
5. Coordinate travel, hotel, etc...
6. Attend meetings
7. Complete trip report
8. Take video, pictures
9. Provide coaching, guidance, and training
10. Manage funds – give a before and after budget report
11. Conduct oneself in a responsible manner

- C. Responsibilities of the Official(s)
 - 1. Train / practice
 - 2. Supply required document in a timely manner
 - 3. Attend all training/meetings/competitions as scheduled
 - 4. Be able to fund the trip with possibility of no reimbursement
 - 5. Obtain passport and other documents as required
 - 6. Conduct oneself in a responsible manner

Section 4. Finances

- A. The Board of Trustees, with recommendations from the Executive Committee, will determine the funding for each trip/competition. Out-of-pocket expenses for each individual are a given. As of yet the USSF has not funded an entire trip, but a stipend has been divided between the official delegation to offset their costs.
- B. The Executive Committee and Trustees should take into consideration the World Sumo Championships and any additional international competitions, i.e. World Games, Combat Games, etc... that will be attended by an official USSF delegation during the year when deciding how much is allotted for each trip/competition.
- C. The Executive Committee and Trustees are obligated to keep a predetermined amount in the USSF Treasury. This is to insure funds are available to support the U.S. National Sumo Championship competition and other official business of the USSF.
- D. Whatever amount is allocated for each trip/competition will be distributed/divided equally among all members of the official USSF delegation - athletes, coaches, and officials.
 - 1. For example, if there are six (6) people in the official USSF delegation - four (4) athletes, one (1) coach, and one (1) official - and the USSF has allotted \$3,000 for the trip, each individual will receive \$500 stipend to offset their costs. Funds are divided equally.
 - 2. If, for example, hotels for the athletes and official are paid for by an outside agency such as the sponsoring event (i.e. World Games) but not for the coach, no additional funds are given to the coach. The coach must pay for the additional hotel expense. Each member of the official USSF delegation receives a \$500 stipend. Funds are divided equally.
 - 3. Additionally, if an athlete receives individual sponsorship and their travel is paid for, he/she is still entitled to the full \$500 stipend. They will not be penalized because they have an individual sponsor. Each member of the official USSF delegation receives a \$500 stipend. Funds are divided equally.

Section 5. Typical Expenses

- A. Typical expenses that a member of the official USSF delegation may have to pay for are:
 - 1. Travel - airfare, bus, taxis, etc... (approx. \$800 - \$1,200)
 - 2. Hotel (approx. \$200 - \$600)
 - 3. Food (some hotels provide breakfast and occasionally the sponsoring organization has food available during the competitions.)
- B. Typical fees that the USSF pays for:
 - 1. International Sumo Federation (ISF) annual dues (approx. \$50)
 - 2. Competition/Registration fee for athletes (approx. \$50 for each athlete)
 - 3. Official/Referee training fee (approx. \$50 for each official)

C. Other individuals traveling with the official USSF delegation:

1. Pay for all their own expenses - hotel, travel, food, transportation, etc....
2. May be booked with delegation – case by case basis
3. May be considered part of the delegation to get a pass into venue, “backstage”, etc... – case by case basis

This Policy Letter was originally drafted by Thomas Zabel and adopted by the Board of Trustees: Brian Condon, Andrew Freund, and Kelly Gneiting in August 2011.