



**Youth Olympic Games
Staff Selection Procedures
Publication Date: March 2026
Revised: April 2026**

NOTICE TO ELIGIBLE STAFF:

The 2026 Youth Olympic Games will be held in Dakar, Senegal. The environment may be considered difficult for some. Please note that dorm rooms may be shared with other countries, bathrooms and showers will be dormitory style (located outside of the bedroom and shared), toilets may be eastern style (squat toilets), housing will not have air conditioning or access to ice, and offsite housing for family/friends will likely be over an hour drive from the Athlete Village. Temperatures will range from 75-90 degrees F. Mosquitos are prevalent, and the USOPC is recommending multiple vaccines.

For more information, please review the [Youth Olympic Games Athlete and Family FAQ](#) to read about the anticipated experience in more detail. USA Archery recognizes that the environment may not be conducive to all athletes and/or staff. Athletes have been given the option to withdraw from the Youth Olympic Games U.S. Team Trials by emailing highperformance@usarchery.org prior to July 7, 2026.

SECTION 1: OVERVIEW

These procedures provide the Games Staff qualification requirements for nomination to the 2026 Youth Olympic Games for USA Archery. However, accreditation allocation is not guaranteed and will be based on final USOPC credential allocation and overall Team size. Responsibility of payment for allocated accreditations will be determined by the USOPC and USA Archery.

SECTION 2: GAMES STAFF REQUIREMENTS

2.1 MINIMUM REQUIREMENTS FOR ALL GAMES STAFF

1. Undergo a background screen in accordance with the current [USOPC Background Check Policy](#) prior to nomination.
 - Should a nominee experience an event between the time the background check is conducted and the 2026 Youth Olympic Games that may change their background check status, the nominee must inform USA Archery and/or the USOPC.
2. Have a valid passport at the time of nomination that does not expire for six months after the conclusion of the 2026 Youth Olympic Games (Games).

3. Be familiar with and abide by the [USOPC Athlete Safety Policy](#), the U.S. Center for SafeSport's [SafeSport Code for the Olympic & Paralympic Movements](#), and the [USOPC Minor Athlete Abuse Prevention Policies](#) (MAAPP).
4. Be available for the entire duration of the Games (if requested).
5. Demonstrate ability to work effectively with USA Archery, USOPC, athletes and other Team personnel.
6. Have strong administrative, communication and organizational capabilities needed for Games Staff role.
7. Have USA Archery's approval prior to making any financial decisions regarding the Team.
8. Be responsible for the Team's adherence to all rules regarding discipline at the Games.
9. Fulfill all duties and requirements of the USOPC and USA Archery including attendance at USOPC Games related meetings, upon request.
10. Be in good health and able to withstand the physical rigors of traveling and working with the Team.
11. Be listed on USA Archery's long list.
 - o **Long List Deadline: July 1, 2026**
12. Be in good standing with World Archery, USA Archery, USOPC, U.S. Center for SafeSport, and USADA.
13. Successfully complete all USOPC Games Registration requirements (including U.S. Center for SafeSport and anti-doping training) by the stated deadline.
14. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USOPC, USA Archery, IOC, and/or the Local Organizing Committee (LOC).
15. Must comply with the [USA Archery Athlete Agreement](#).
16. Must comply with the [USA Archery Code of Conduct Policy](#).
17. Must comply with the [USA Archery Safe Sport Policy and Background Screen Criteria and Review Policy](#).
18. Staff member must have current USA Archery membership (eligible member type required).

SECTION 3: GAMES STAFF ROLES THAT WILL BE FILLED BY NGB EMPLOYEES OR CONTRACTORS

Roles filled by NGB Employees	Responsibility
N/A	N/A

Roles filled by Contractors	Responsibility
Coach/Team Leader	Provide sport performance support and prepare athletes/teams for success on the field of play. Serve as the primary point of contact and liaison between the USOPC and USA Archery before, during, and after the Games.

SECTION 4: GAMES STAFF ROLES THAT WILL BE FILLED BY VOLUNTEERS

Roles filled by Volunteers	Responsibility
N/A	

4.1 MINIMUM REQUIREMENTS FOR ALL CONTRACTORS

Have a signed USA Archery International Team Staff Contract on file by the stated deadline.

4.2 MINIMUM REQUIREMENTS FOR SPECIFIC GAMES STAFF ROLE

A) COACH/TEAM LEADER

1. Possess a high level of competency regarding World Archery rules and regulations governing the sport.
2. Have experience working with elite level athletes in respective sport/discipline.
3. Possess a USA Archery Level 3 Coaching Certification, or higher (preferred).
4. Have active involvement with national team athletes or high performance programs within the last 24 months (preferred).
4. Have relevant experience from a previous international event within the last four (4) years (preferred).

SECTION 5: METHOD USED TO IDENTIFY AND NOMINATE VOLUNTEER GAMES STAFF

N/A

SECTION 6: APPROVAL OF GAMES STAFF NOMINATIONS

6.1 NGB EMPLOYEE AND CONTRACTOR GAMES STAFF

Applicants who wish to be considered for the Team Leader/Coach position must meet all requirements set forth in Section 2 and Section 4 and formally submit an application for consideration. USA Archery will post application information for the Team Leader/Coach at www.usarchery.org, and give eligible applicants a minimum of 30 days to respond.

Please note that the number of available Games Staff roles will be based on the number of athletes qualified to compete at the 2026 Youth Olympic Games and the USOPC's allocation of Games Staff accreditations.

The USA Archery International Team Staff (ITS) Selection Committee will review the following for all eligible individuals who express their interest in a Games Staff role by the deadline:

A) Coach/Team Leader

The ITS Staff Selection Committee will recommend staff members by majority vote based on:

- The information submitted in the application process;
- Feedback from athletes named to the 2026 Youth Olympic Games Team.
- Feedback from athletes and staff from previous years' International Team Staff athlete and/or peer evaluations or experiences;
- Ability to best meet the criteria in Section 2 and Section 4 for the respective role.

Individuals selected for ITS roles will be invited by USA Archery to accept or decline their appointments and ITS selections will also be published on the USA Archery website at www.usarchery.org within 5 business days after the selection process is completed.

6.2 GAMES STAFF SELECTION COMMITTEE

The committee listed below will be responsible for approving Games Staff nominations.

Committee Name: USA Archery ITS Selection Committee

- USA Archery Chief of Sport Performance and Operations
- USA Archery High Performance Director
- USA Archery National Head Coach
- USA Archery Assistant Head Coach
- Team USA USOPC AC Representative
- Team USA USOPC AC Alternate

SECTION 7: REMOVAL OF GAMES STAFF

7.1 NGB JURISDICTION

- a. USA Archery has jurisdiction over Games Staff nominees until Games Staff entries have been submitted by the USOPC to the LOC.
- b. An individual who is nominated for a Games Staff role by USA Archery may be removed as a nominee for any of the following reasons, as determined by the:
 - i. Voluntary withdrawal. Games Staff nominee submits a written letter to the USA Archery High Performance Director (highperformance@usarchery.org).
 - ii. Injury or illness. A physician (or medical staff) approved by USA Archery provides certification that the individual has a debilitating condition. If an individual refuses to provide verification of their illness or injury by a physician (or medical staff), their injury will be assumed to be debilitating, and they may be removed from the Games Staff.
 - iii. Inability to meet Games Staff requirements and/or perform required duties.
 - iv. Code of Conduct violation. Individual violates the [USA Archery Code of Conduct Policy](#).

- v. SafeSport Policy violation. Individual violates the [USA Archery Safe Sport Policy and Background Screen Criteria and Review Policy](#)
- vi. Anti-doping violation. Individual violates USA Archery, USADA and/or USOPC anti-doping protocol, policies, and procedures.
- vii. Removal of employment. Individual is removed from their position as a USA Archery contractor or employee.

7.2 USOPC JURISDICTION

- a. Once Games Staff nominations have been submitted by the USOPC to the LOC, the USOPC has jurisdiction.
- b. USOPC's Games Delegation Terms apply in addition to the [USA Archery Code of Conduct Policy](#). The Games Forms are specific to each Games and are made available during the Games registration process.

7.3 REPLACEMENT OF GAMES STAFF

- a. If a nominated Games Staff member is unable to perform their duties due to injury, illness, Code of Conduct or SafeSport Policy violation or other unforeseen circumstances that would result in the need to replace them, the replacement candidate must meet all applicable Games Staff requirements listed in Sections 2-4.
- b. All replacement candidates must be nominated using the same process outlined in these selection procedures.

SECTION 8: CONFLICT OF INTEREST

8.1 GAMES STAFF CANDIDATES

Prior to nomination, all Games Staff candidates must comply with the [USA Archery Conflict of Interest Policy](#) and must submit a conflict of interest disclosure form for review by the USA Archery Ethics Committee.

8.2 GAMES STAFF SELECTION COMMITTEE

All members of the selection committee (Section 6) and all individuals who developed these selection procedures (Section 14) must comply with the [USA Archery Conflict of Interest Policy](#), to include completing and submitting a disclosure form consistent with the NGB Conflict of Interest Policy before convening the committee.

SECTION 9: DATE OF GAMES STAFF NOMINATION

The Games Staff Nomination Form with the nominee's name, including the name of a replacement (if applicable), will be submitted to the USOPC on or before the USOPC deadline.

- Non-Medical staff dependent on athlete selection: **September 1, 2026**

SECTION 10: REQUIRED DOCUMENTS

In addition to the USOPC Games Forms requirements, the following documents are required to be signed by all Games Staff as a condition of nomination to the Youth Olympic Games:

- [USA Archery Code of Conduct Policy](#)
- [USA Archery Conflict of Interest Policy](#)
- USA Archery International Team Staff Contract (to be provided after nomination)
- [USA Archery Non-Athlete Pledge](#)

SECTION 11: QUESTIONS REGARDING SELECTION PROCEDURES

Individuals may contact the USA Archery staff member listed below for information about these selection procedures.

Name: Sara Crowell

Position: High Performance Director

Email: highperformance@usarchery.org

SECTION 12: GRIEVANCES

The [USA Archery Disciplinary Proceedings and Grievance Policy](#) can be found here

Section 9 of the USOPC Bylaws provides a process for an individual to file a complaint with the USOPC against an NGB alleging that they have been denied, or threatened to be denied, with the opportunity to participate in a Protected Competition, as defined in the USOPC Bylaws. Additional information on how to file a complaint can be found here: <https://www.usopc.org/governance/dispute-resolution>

SECTION 13: NON-RETALIATION

The USOPC and USA Archery have zero tolerance for retaliation against people who make good faith reports of potential ethical, policy, or legal violations, or who cooperate with investigations of those reports. That means no USOPC or USA Archery staff, Board or Committee member, or volunteer may threaten, harass, discriminate against, or take any negative employment or related action (e.g., discharge, demotion, suspension, negative review) on that basis.

- Individuals may report concerns to USA Archery by following the USA Archery [Whistleblower Policy](#).
- Individuals may report concerns to the USOPC confidentially, or anonymously, online using the [USOPC Integrity Portal](#) or individuals may call the USOPC Integrity Hotline at 1-877-404-9935.

- Additional information can be found in the USOPC's [Speak Up Policy](#).

SECTION 14: DEVELOPMENT OF SELECTION PROCEDURES

The following committee of individuals developed these selection procedures.

NAME	ROLE
Mary Emmons	USA Archery Chief of Sport Performance and Operations
Sara Crowell	USA Archery High Performance Director
Heather Pfeil	USA Archery Coach Advisory Council Representative
Brad Fiala	USA Archery National Events Manager
Heather Koehl	Team USA Athletes' Commission Representative
Katherine Wu	Team USA Athletes' Commission Alternate

SECTION 15: CERTIFICATION OF SELECTION PROCEDURES

The following individual approved these selection procedures and through their signature, certifies that the procedures were developed by a group meeting the USOPC's standards for Designated Committees. The following individual further certifies that these selection procedures represent the method approved by USA Archery and that they will be posted on the [USA Archery](#) website.

POSITION	NAME	SIGNATURE	DATE
USA Archery Chief Executive Officer	Rod Menzer		4/20/26

The following individual affirms that they read and understand the selection procedures.

POSITION	NAME	SIGNATURE	DATE
Team USA Athletes' Commission Representative*	Heather Koehl		4/20/26

* If the Team USA Athletes' Commission Representatives have delegated authority to another 10 Year Athlete Representative to sign the Selection Procedures, attach a letter from the Team USA AC Representative indicating the reason they have delegated authority.

* Signature by the Athlete Representative constitutes that they have read and understand the Selection Procedures. If the

Athlete Representative reads and does not agree with the Athlete Selection Procedures being submitted by USA Archery, they may submit those reasons in writing to their USOPC Sport Performance Team.

* If, for some reason, a sport does not have an elected Team USA AC Representative, USA Archery must designate a 10 Year Athlete from that sport to review and sign the Selection Procedures.

APPENDIX A – COMMONLY USED ACRONYMS

AAC – Athletes’ Advisory Council

AC – Athletes’ Commission

Act or TSOASA – Ted Stevens Olympic and Amateur Sports Act

APC – Americas Paralympic Committee

CAS – Court of Arbitration for Sport

Center or CSS – U.S. Center for SafeSport

CF – Continental Federation

IMS – Internally Managed Sport (sport managed by the USOPC)

IOC – International Olympic Committee

IPC – International Paralympic Committee

IF – International Federation

LOC – Local Organizing Committee

NGB – National Governing Body (USA Archery)

NOC – National Olympic Committee

NPC – National Paralympic Committee

OCOG – Organizing Committee of the Olympic Games. The OCOG refers to the Organizing Committee of the Paralympic Games as well.

PAG – Pan American Games

Panam Sports or PASO – Pan American Sports Organization

PPAG – Parapan American Games

PSO – Paralympic Sport Organization

TEAM USA AC – Team USA Athletes’ Commission (formerly USOPC AAC)

USADA – United States Anti-Doping Agency

WADA – World Anti-Doping Agency

APPENDIX B – GLOSSARY

Contingency means a future event or circumstance which is possible but cannot be predicted with certainty.

Delegation Event means the Olympic Games, the Olympic Winter Games, the Paralympic Games, the Paralympic Winter Games, the Pan American Games, and the Parapan American Games.

Force Majeure means an event or effect that cannot be reasonably anticipated or controlled (e.g., hurricane, tornado, etc.).

Grievance Procedures means the process that enables an athlete to file a complaint with the NGB or USOPC.

Jurisdiction means the power or authority to make decisions and judgments.

Nominated means an athlete, coach or staff member whose name has been submitted to the USOPC by an NGB for participation in a Delegation Event.

Protected Competition means a Delegation Event or a Qualifying Competition.

Qualifying Competition means either of the following:

- i. **NGB Qualifying Competition:** Any competition or activity organized or approved by the NGB where the athlete's performance or results are considered in the published selection criteria to represent the United States in a Delegation Event.
- ii. **International Qualifying Competition:** Any international sport competition where (i) athletes represent the United States against athletes representing other nations, (ii) the NGB officially designates entrants, as required by the competition organizers, and (iii) athlete results or performance are included in the published criteria to qualify, or be selected, to represent the United States in a Delegation Event.

Selected means an athlete, coach or staff member whose name has been submitted by the USOPC to the LOC at the final submission date, as determined by the LOC.

APPENDIX C – STAFF RESOURCES

SAFESPORT HELPLINE

The SafeSport Helpline provides crisis intervention, referrals, and emotional support specifically designed for athletes, staff, and other SafeSport participants affected by sexual violence. Through this service, support specialists provide live, confidential, one-on-one support that is available 24/7. Individuals can call the Helpline at 866-200-0796 or visit www.safesporthehelpline.org.

USOPC DISPUTE RESOLUTION UNIT (DRU)

For Protected Competitions, USOPC's DRU oversees the administration of dispute resolution services to athletes and other members of NGBs for grievances under the USOPC's jurisdiction to ensure the complaints are heard in a timely and fair manner. For more information about this process, please visit the [dispute resolution website](#).

USOPC ETHICS AND COMPLIANCE

USOPC's Ethics and Compliance team is responsible for ensuring the USOPC and NGBs comply with the Ted Stevens Olympic and Amateur Sports Act, their own bylaws and policies, and any other applicable laws or regulations. Any individual may report concerns confidentially, or anonymously, online using the [USOPC Integrity Portal](#) or individuals may call the USOPC Integrity Hotline at 1-877-404-9935 to report their concern over the phone.

USOPC SECURITY AND ATHLETE SAFETY REPORTING PORTAL

Individuals can report an incident of emotional, physical, or sexual misconduct, a violation of the Minor Athlete Abuse Prevention Policies (MAAPP) or a general security incident or concern through the [Safety Reporting Portal](#). Individuals may also report to the USOPC over the phone at 719-866-3869.