

USA Archery
GAMES STAFF SELECTION PROCEDURES
RECURVE and COMPOUND
2019 PAN AMERICAN GAMES
Last Updated: December 2018

These procedures provide for selection of USA Archery’s Games Staff (Team Leader, Coach(es), Medical) for the 2019 Pan American Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size. The responsibility of payment for allocated accreditations will be determined by the USOC and USA Archery.

1. Describe the specific Games Staff position(s) that USA Archery is requesting.

USOC Role Name - (Games Function)	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOC and USA Archery before, during and after the Games.
Coaches	Prepare athletes/teams for success on the field of play.
Medical (ATC, Physio, Physician, Massage, Sports Psychology)	Provide appropriate medical care to the athletes.

2. What are USA Archery’s criteria for the above Games Staff position(s) (attach a job description, if any)?

USA Archery’s Games Staff must:

- 2.1. Successfully pass the National Center for Safety Initiatives’ (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.
 - 2.1.1. Should a nominee experience any event between the time the background check is conducted and the relevant Games that may change his/her background check status, the nominee must inform USA Archery and/or USOC.
- 2.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.3. Have the ability to work effectively with the USOC.
- 2.4. Have strong administrative, communication and organizational capabilities/skills.
- 2.5. Be responsible for Team’s adherence to all rules regarding discipline at the Games.
- 2.6. Successfully complete the USOC’s Safe Sport training.
- 2.7. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
- 2.8. Be available for entire duration of the Games.
- 2.9. Have USA Archery’s approval to make financial decisions regarding the Team.
- 2.10. Possess high level, specific technical and tactical knowledge of the sport.
- 2.11. Have thorough knowledge and understanding of the IF rules and regulations governing the sport.

- 2.12. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.13. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.14. Be a currently employed staff member or be willing to sign a contract with USA Archery.
- 2.15. Be listed on USA Archery's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in USADA training as required for position.
- 2.17. Sign a USA Archery Code of Conduct for the current year.

In addition to criteria 2.1 through 2.16 above, Medical Personnel must:

- 2.18. Possess the appropriate certifications.
- 2.19. Pass a medical credential review in addition to the approved USOC Games Background Check, which will be a combined check managed through USOC Sports Medicine (separately arranged background checks will not be considered).
- 2.20. Meet the required experience and proficiency levels as determined by USOC Sports Medicine and outlined in Attachment A and the documents found at <http://www.teamusa.org/About-the-USOC/Athlete-Development/Sports-Medicine/Volunteer-Program.aspx>.
- 2.21. Be approved for nomination through the USOC's Sports Medicine Division.

In addition to criteria 2.1 through 2.16 above, Coaches must:

- 2.22. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.23. Be familiar with World Archery rules.
- 2.24. Be a USA Archery member in good standing, have passed a current USA Archery background screen, and have successfully completed SafeSport training.
- 2.25. Have extensive experience working with elite level athletes.
- 2.26. Fulfill all duties assigned by USA Archery.

In addition, to criteria 2.1 through 2.16 above, Team Leaders must:

- 2.27. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.28. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.29. Be familiar with World Archery rules.
- 2.30. Be a USA Archery member in good standing, have passed a current USA Archery background screen, and have successfully completed SafeSport training.
- 2.31. Have extensive experience working with elite level athletes.
- 2.32. Fulfill all duties assigned by USA Archery.

- 3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

- 3.1.1 The National Head Coach will be the coach for the Men's Recurve Team, and the Women's National Head Coach will be the head coach for the Women's Recurve Team at the Pan American Games. The Pan American Games Staff Selection Committee, which

will be the Recurve representative from the USOC Athlete Advisory Council and the Compound Athlete Representative from the USA Archery Board of Directors, will select the Team Leader and Medical Staff.

USA Archery will post the information for Team Leader, Medical Staff and replacement coaches on the USA Archery webpage Q4 of 2018 and give eligible applicants a minimum of 30 days to respond.

- 3.1 The Pan American Games Staff Selection Committee consists of the following individuals:
 - 3.1.2 The Pan American Games Selection Committee will consist of USA Archery's Men's Head Coach, Women's Head Coach, Chief Executive Officer, the Recurve representative from the USOC Athlete Advisory Council and the Compound Athlete Representative from the USA Archery Board of Directors.
- 3.2. The Pan American Games Staff Selection Committee will recommend staff members based on
 - 3.2.1 The information submitted in the application process;
 - 3.2.2 General experience and interaction with candidates;
 - 3.2.3 Feedback from athletes through the athlete representatives and previous years' International Team Staff athlete and peer evaluations;
 - 3.2.4 Candidate's performance on both USA Archery sponsored team staffs and non-sponsored, self-funded teams will be evaluated during the selection process;
 - 3.2.5 Ability to best meet the criteria in Section 2 for the respective position.
- 3.3 Positions will be filled by a majority vote of the members of the Selection Committee.
- 3.4 The selected team staff will be published on the USA Archery web site within 5 working days after the selection process is completed.

4. Describe the removal of Games Staff:

An individual who is to be nominated to the above-listed Games Staff position(s) by the NGB/HPMO/PSO may be removed as a nominee for any of the following reasons, as determined by USA Archery.

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Archery CEO.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Archery. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Archery, his/her injury will be assumed to be disabling and he/she may be removed.
- 4.3. Inability to perform the duties required.
- 4.4. Violation of USA Archery's Code of Conduct –located at www.usarchery.org.
- 4.5. If for any reason, USA Archery believes that it may not be safe for athletes or other coaches to have this individual on the team between the time of appointment and the event, USA Archery retains the right to remove the staff member.

Once the Games Staff nomination(s) is accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition to any applicable USA Archery Code of Conduct, the USOC's Games Forms apply. The USOC's Games forms are available as part of Games Registration prior to the respective Games.

5. Describe the replacement of Games Staff:

In the event that the Nominated Games Staff member is unable to perform the duties of the position(s) for injury, illness, Code of Conduct violation or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all of the applicable criteria listed in #2 above.

6. Which group/committee will make the final approval of the Games Staff position(s)?

The Pan American Games staff, with the exception of the men’s and women’s head coach as noted in #3 above, will be selected by the Pan American Games Selection Committee, which will include Athletes selected to the Pan American Games Team.

7. Conflict of Interest:

An individual involved in the selection process who has a conflict of interest must disclose this information and recuse him or herself and not influence others regarding the discussions, meetings or decisions involving the selection of the Games Staff position(s). If there is an issue concerning whether a conflict of interest exists, USA Archery’s Board or Ethics Committee, as appropriate, shall determine if a conflict exists.



8. Date of Nomination:

The Games Staff Nomination Form with the Staff nominee’s name, including the name of a replacement (if applicable), will be submitted to the USOC on or before: May 6, 2019.

9. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by the NGB/HPMO/PSO in the following locations:

- 9.1. Web site: www.usarchery.org
These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.
- 9.2. Other (if any): N/A

Position	Print Name	Signature	Date
NGB President or CEO/Executive Director	Rod Menzer		12/28/18
USOC Athletes' Advisory Council Representative*	Brady Ellison		12/28/18

* If the USOC AAC Representative has delegated authority to the Alternate AAC Representative to sign the Selection Procedures, attach a letter from the AAC Representative indicating the reason he/she has delegated authority.

* Signature by the Athlete Representative constitutes that he/she has read and understands the Selection Procedures. If the Athlete Representative reads and does not agree with the Selection Procedures being submitted by the NGB/HPMO/PSO, he/she may submit those reasons in writing to his/her Sport Performance Team.

- If, for some reason, a sport does not have an elected USOC AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.

Attachment A USOC Sports Medical Games Requirements

PURPOSE

The USOC has developed medical requirements to ensure the safety of athletes during Games (Olympic, Paralympic, Pan American and Para Pan American, etc.). This policy addresses equipment requests and minimum standards for all NGBs and medical providers attending games.

POLICY

1. Requests

NGBs must identify medical support requests to the USOC Sports Medicine department. These requests must specify any supplies, equipment, and other medical support provided at the Games. Anti-doping concerns or comments should also be identified. Collected information will be reviewed by the USOC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOC Sports Medicine. In cases where medical services or materials are not identified, the USOC cannot guarantee support for additional or late requests because of time, budget and other factors.

2. NGB Health Care Providers

NGBs must nominate and allocate Games credentials to NGB identified health care provider(s) to support the NGB sports medicine needs during the games. Any potential NGB medical provider who *could* be nominated to provide services must be identified by the NGB no later than the due date for the respective Games Long List. Additionally, all NGB medical providers must meet the criteria as identified in the NGB's approved Additional Officials Selection Procedures, along with the additional criteria outlined below.

The medical staffing list will include anyone who will potentially be credentialed by the NGB and/or use a day pass to provide services at an Olympic/Paralympic Village or a High Performance Training Center. Health care providers must meet minimum qualification standards which are identified below by their specialty without exception. NGBs must ensure their identified medical staff can meet these standards prior to advancing their nomination for a Games credential or day pass access. If the provider is not licensed in the United States, they may be ineligible to be credentialed. In order to meet expected standards of care and mitigate risk management issues, selected provider(s) **must** meet the below minimum qualifications in addition to the Selection Procedures criteria to provide medical services at games. These qualifications include:

- 1) Meet all criteria identified in the USOC Volunteer Program Application for specific specialty (Attachments located at www.teamusa.org/medicalvolunteer). On occasion, specific supporting documentation will be requested at the discretion of USOC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOC Sports Medicine staff prior to the first scheduled practice or event.
- 4) Complete required Medical Team Education Modules addressing Anti-Doping, Safe Sport and/or other prerequisite training.

Appendix: Location of criteria:

- Athletic Trainer Qualification Criteria – located at www.teamusa.org/medicalvolunteer
- Physical Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Doctor of Chiropractic Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Physician Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Massage Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer