

**USA Archery  
GAMES STAFF SELECTION PROCEDURES  
2020 PARALYMPIC GAMES  
Approved: October 13, 2018  
Updated: May 13, 2020**

**IMPORTANT NOTICE DUE TO POSTPONEMENT OF THE 2020 PARALYMPIC GAMES  
DATE OF NOTICE – May 2020**

Following the IPC’s announcement that the Tokyo 2020 Paralympic Games have been rescheduled to take place August 24th-September 5<sup>th</sup>, 2021, this notice and the information below serve as an announcement of amendment(s) to USA Archery’s Staff Selection Procedures.

Section of Procedures	Page #	Amendment Description
Section 4 and 7: Selection Committee	Page(s): 4 and 5	The selection committee was amended to remove the Paralympic Team and replaced with the Para Athlete Advisory Council.
Section 9: Date of Nomination	Page(s): 5	The date of nomination for the Medical Staff and Non- Athlete Dependent Staff was updated.

These procedures provide for selection of **USA Archery’s Games Staff** (Team Leader, Coach(es), and/or Additional Officials) for the 2020 Paralympic Games. 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.

- Describe the specific Games Staff position(s) that the NGB/HPMO/PSO is requesting.

USOPC Role Name - (Games Function)	Responsibility
Coaches /Assistant Coaches/Athlete Assistants	Prepare athletes/teams for success on the field of play.
Team Leader	Serve as primary point of contact and liaison between the USOPC and USA Archery before, during and after the Games.
Medical (ATC, Physio, Physician, Massage)	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 Games Staff must:

- 2.1 Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOPC 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 or USOPC.
- 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 USOPC.
- 2.4 Have strong administrative, communication and organizational capabilities/skills *(if applicable)*.
- 2.5 Be responsible for Team's adherence to all rules regarding discipline at the Games *(if applicable)*.
- 2.6 Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings *(if applicable)*.
- 2.7 Be available for entire duration of the Games *(if applicable)*.
- 2.8 Have USA Archery's approval to make financial decisions regarding the Team *(if applicable)*.
- 2.9 Possess high level, specific technical and tactical knowledge of the sport *(if applicable)*.
- 2.10 Have thorough knowledge and understanding of the IF rules and regulations governing the sport *(if applicable)*.
- 2.11 Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.12 Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.13 Be listed on USA Archery's Long List and must have successfully completed all Games Registration requirements by stated deadline.
- 2.14 Participate in USADA training as required for position *(if applicable)*.
- 2.15 Successfully complete the USOPC's safe sport awareness training and education program.
- 2.16 Sign a USA Archery [Code of Conduct](#) for the current year.

In addition, Medical Personnel must:

- 2.17 Possess the appropriate certifications.
- 2.18 Pass a medical credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC

- Sports Medicine (separately arranged background checks will not be considered).
- 2.19 Meet the required experience and proficiency levels as determined by USOPC Sports Medicine and outlined in Attachment A and the documents found at <http://www.teamusa.org/About-the-USOPC/Athlete-Development/Sports-Medicine/Volunteer-Program.aspx>.
  - 2.20 Be approved for nomination through the USOPC's Sports Medicine Division.

In addition, Coaches and Athlete Assistants Must:

- 2.21 Possess a high level of specific technical and tactical knowledge of the sport.
- 2.22 Be familiar with World Archery rules.
- 2.23 Prior to nomination be a USA Archery member in good standing, have passed a current USA Archery Background Screen, and have a current SafeSport training certificate through the end of the Games.
- 2.24 Have extensive training working with elite level Paralympic athletes.
- 2.25 Fulfill all duties assigned by USA Archery.

In addition, Team Leaders must:

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

3. Describe the process that candidates shall follow to express interest in being considered for a Games Staff position, in each category below:

Applicants who wish to be considered for Games Staff must meet all requirements set forth in Section 2 and formally submit an application for consideration. USA Archery will post application information for the Team Leader, Medical Staff, Athlete Assistants and replacement coach(es) at [www.usarchery.org](http://www.usarchery.org) by the last day of Q4 of 2019 and give eligible applicants a minimum of 30 days to respond.

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

USA Archery will appoint the Paralympic National Head Coach to be the Coach/Team Leader at the Paralympic Games. In the event the Paralympic National Head Coach is unable to Coach/Team Leader at the Paralympic Games, then a Coach/Team Leader with National Team

experience and meeting the experience outlined in Section 2 may be selected from the eligible pool of applicants outlined in Section 3 by the Paralympic Games Staff Selection Committee (Section 4.1).

The Paralympic Games Staff Selection Committee, which will include the **Para Athlete Advisory Council**, will select the Assistant Coaches, Athlete Assistants and Medical Staff and replacement Coach(es), Athlete Assistants, Team Leader and Medical Staff, if applicable, from the pool of applicants identified referenced in Section 3.

- 4.1 The Paralympic Games Staff Selection Committee consists of the following individuals:
  - 4.1.1 The Paralympic Games Selection Committee will consist of USA Archery's Paralympic National Head Coach, USA Archery's Chief Executive Officer, Chief of Sport Performance, as well as the **Para Athlete Advisory Council**.
- 4.2 The Paralympic Games Staff Selection Committee will recommend staff members based on:
  - 4.2.1 The information submitted in the application process;
  - 4.2.2 General experience and interaction with candidates;
  - 4.2.3 Feedback from athletes through the athlete representatives and previous years' International Team Staff athlete and peer evaluations;
  - 4.2.4 Candidate's performance on both USA Archery sponsored team staffs and non-sponsored, self-funded teams will be evaluated during the selection process;
  - 4.2.5 Ability to best meet the criteria in Section 2 for the respective position.
- 4.3 Positions will be filled by a majority vote of the members of the Selection Committee. If there is a tie, the USA Archery CEO will make the final selection.
- 4.4 The selected Games Staff will be published on the USA Archery web site within 5 working days after the selection process is completed.

## 5. Describe the removal of Games Staff:

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

- 5.1 Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Archery CEO.
- 5.2 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.
- 5.3 Inability to perform the duties required.
- 5.4 Violation of the USA Archery's Code of Conduct – located at [www.usarchery.org](http://www.usarchery.org).

- 5.5 If for any reason, USA Archery believes 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 Games Staff member.

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

6. 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 Section 2 above and be selected through the same process as outlined in Sections 3 and 4.

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

The Games Staff, with the exception of the Paralympic National Head Coach/Team Leader as noted in Section 4 above, will be selected through the same process as outlined in Section 4 by the Paralympic Games Staff Selection Committee, which will include the **Para Athlete Advisory Council**.

The Games Staff, with the exception of the Paralympic National Head Coach/Team Leader as noted in Section 4 above, will be selected through the same process as outlined in Section 4.

8. Conflict of Interest:

An individual involved in the selection process who has a conflict of interest must disclose this information and recuse himself 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.

9. Date of Nomination:

The Games Staff Nomination Form with the Games Staff nominee's name, including the name of a replacement (if applicable), will be submitted to the USOPC as follows:

- Medical Staff nominations will be submitted on or before: **January 15, 2021**
- Paralympic Staff Nominations will be submitted on or before: **July 10, 2021**



10. Publicity/Distribution of Procedures:

The USOPC approved selection procedures (complete and unaltered) will be posted/published by USA Archery in the following locations:

10.1 Web site: [www.usarchery.org](http://www.usarchery.org)

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOPC.

10.2 Other (if any): N/A

Position	Print Name	Signature	Date
NGB/HPMO/PSO President or CEO/Executive Director	Rod Menzer		5/13/20
USOPC Athletes' Advisory Council Representative*	Brady Ellison		5/13/20

\* If the USOPC 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 USA Archery, 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 USOPC AAC Representative, USA Archery must designate an athlete from that sport to review and sign the Selection Procedures.

## Attachment A

### USOPC Sports Medical Games Requirements

#### PURPOSE

The USOPC 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/HPMOs/PSOs (NGBs from here forward) and medical providers attending games.

#### POLICY

##### 1. Requests

**NGBs must identify medical support requests to the USOPC 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 USOPC Managing Director of sports medicine who will then identify and communicate the level of support to be provided by USOPC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOPC Sports Medicine. In cases where medical services or materials are not identified, the USOPC 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 USOPC Volunteer Program Application for specific specialty (Attachments located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)). On occasion, specific supporting documentation will be requested at the discretion of USOPC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOPC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOPC 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](http://www.teamusa.org/medicalvolunteer)
- | Physical Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- | Doctor of Chiropractic Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- | Physician Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)
- | Massage Therapist Qualification Criteria - located at [www.teamusa.org/medicalvolunteer](http://www.teamusa.org/medicalvolunteer)