

**USA ARCHERY
GAMES STAFF SELECTION PROCEDURES
2023 PARAPAN AMERICAN GAMES
OPEN RECURVE, OPEN COMPOUND AND W1**

**ADOPTED BY USA ARCHERY BOARD OF DIRECTORS: AUGUST 2022
APPROVED BY USOPC: SEPTEMBER 2022**

These procedures provide for selection of USA Archery’s **Games Staff** for the 2023 Parapan American 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.

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

Games Staff Role	Responsibility
Team Leader (1)	Serve as primary point of contact and liaison between the USOPC and USA Archery before, during and after the Games.
Head Coach (1)	Prepare athletes/teams for success on the field of play.
Assistant Coach (Up to 2)	Prepare athletes/teams for success on the field of play.
Medical Personnel (ATC, Physio, Physician or Massage Therapist) (1)	Provide appropriate medical care to the athletes.
Mental Health Professionals (1)	Provide appropriate mental health care to the athletes
Personal Care Assistant (Up to 2)	Assist athletes with daily personal care and/or disability accommodations and provides support to the athletes/teams as needed. Allocations will be prioritized for W1 athletes.
Equipment Manager (1)	Assists athletes/teams to transport, maintain and store equipment.

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

USA Archery’s Games Staff must:

- 2.1. Undergo a background screen in accordance with the current [USOPC Games Background Check Policy & Procedures](#) 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 their background check status, the nominee must inform USA Archery and the 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 USA Archery and the USOPC.
- 2.4. Have strong administrative, communication and organizational capabilities/skills as applicable for the specific role.
- 2.5. Be responsible for Team's adherence to all rules regarding personal conduct at the Games.
- 2.6. Fulfill all duties and requirements of the USOPC and USA Archery including attendance at all USOPC and/or USA Archery Games related meetings, as applicable.
- 2.7. Be available for entire duration of the Games, if requested.
- 2.8. Have USA Archery's approval prior to making any financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport as needed for the specific role.
- 2.10. Have thorough knowledge and understanding of World Archery rules and regulations governing the sport as needed for the specific role.
- 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.
- 2.14. Successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in the appropriate anti-doping training as required for the Games Staff position by stated deadline.
- 2.16. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.
- 2.17. Meet all health and safety protocols, to include vaccine requirements and or testing requirements set forth by the government, USOPC, World Archery and/or the local organizing committee.

In addition, the Team Leader, Coaches and Equipment Manager must:

- 2.18 Currently be employed staff members or contractors of USA Archery and may serve in these Games roles as part of their jobs when hired (excludes Equipment Manager).
 - 2.18.2 Should an alternate be named for any of these positions, employee or contractor status may not apply, and instead will follow 3.1.1. and 6.2.
- 2.19 Possess a high level of specific technical and tactical knowledge of the sport.
- 2.20 Be familiar with World Archery rules.
- 2.21 Have extensive training working with elite level Para athletes at international events.
- 2.22 Fulfill all duties assigned by USA Archery.

In addition, Medical Personnel must:

- 2.23 Meet the minimum criteria defined in the [USOPC Healthcare Provider Credentialing Policy](#).
- 2.24 Possess the appropriate professional certifications.
- 2.25 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).
- 2.26 Meet the required experience and proficiency levels as determined by USOPC Sports Medicine: (www.teamusa.org/medicalvolunteer).
- 2.27 Complete the mandatory Games training prior to the Games.
- 2.28 Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.29 Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the Games) and medical equipment submission requirements.
- 2.30 Sign a USA Archery [non-athlete pledge and conflict of interest disclosure form](#).

In addition, Mental Health Professionals must:

- 2.31 Meet the minimum criteria defined in the [USOPC Healthcare Provider Credentialing Policy](#).
- 2.32 Possess the appropriate professional certifications.
- 2.33 Pass licensure/credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sport Medicine (separately arranged background checks will not be considered).
- 2.34 Possess appropriate experience relative to the position/field of practice for which they may be nominated.
- 2.35 Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to provide services at the Games).
- 2.36 Additional criteria, if any, as determined by USA Archery (example: psychology licensure with evidence of fulfilling the sport psychology requirement as stated by APA, CMPC certification or USOPC registry membership).
- 2.37 Sign a USA Archery non-athlete pledge and conflict of interest disclosure form.

In addition, Personal Care Assistant must:

- 2.38 Have sport-specific expertise working with persons with disabilities.
- 2.39 Have experience working with athletes and coaches in a competitive setting.
- 2.40 Be able to assist athlete(s)/disability groups with daily personal care as necessary.
- 2.41 Complete the mandatory Games training prior to the Games.
- 2.42 Fulfill all requests and meet deadlines for any required information or documentation such as the submission of a temporary licensing application (to practice medicine at the Games) and medical equipment submission requirements.
- 2.43 Sign a USA Archery non-athlete pledge and conflict of interest disclosure form.

- 2.44 Be willing and able to serve all athletes and the team as needed. This may include but is not limited to, retrieving arrows, carrying equipment, and assisting the Team Leader with other duties before, during and after the Games as applicable.
3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):
 - 3.1 USA Archery will not solicit applications for the Head Coach and Team Leader positions listed above. The Head Coach and Team Leader position will be filled by a current USA Archery employee or contractor.
 - 3.2 Applicants who wish to be considered for Alternate Team Leader, Alternate Head Coach, Assistant Coach, Medical Personnel, Mental Performance, Equipment Manager or Personal Care Assistant Games staff positions or the alternates for these positions must meet all requirements set forth in Section 2 and formally submit an application for consideration. USA Archery will post application information for all positions at www.usarchery.org by December 31st, 2022 and give eligible applicants a minimum of 30 days to respond.
 - 3.3 Staff selection will occur after the athletes are officially selected for the 2023 Para Pan Am Games.

4. Describe the removal of Games Staff:

An individual who is 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.

- 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 the USA Archery. If the individual refuses verification of their illness or injury by a physician (or medical staff) approved by USA Archery, their injury will be assumed to be disabling and they may be removed.
- 4.3 Inability to perform the duties required.
- 4.4 Violation of the USA Archery's Code of Conduct located at www.usarchery.org.
- 4.5 No longer able to meet the required criteria in Section 2 at the time of the Games.

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.

5. Describe the replacement of Games Staff:

If 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 them, the replacement candidate must meet all of the applicable criteria listed in Section 2 above.

6. Group/committee that will make the final approval of the Games Staff position(s):

6.1 The USA Archery CEO will make the final approval for the Paralympic Head Coach and Team Leader as these positions will be filled by USA Archery staff or contractors.

6.2 The Parapan Games Staff Selection Committee will select the Alternate Head Coach, Alternate Team Leader, Assistant Coach, Equipment Manager, Medical Personnel, Mental Performance and Personal Care Assistant(s) and the alternates for these positions from the pool of applicants identified in Section 3.

6.2.1 The Parapan Games Staff Selection Committee will consist of the following individuals:

USA Archery's CEO, Paralympic Head Coach, Chief of Sport Performance and Operations and the Chair of the USA Archery Para Athlete Advisory Council and one additional representative from the Para Athlete Advisory Council (selected by the Para Athlete Advisory Council).

6.2.2. The Parapan Games Staff Selection Committee will recommend staff members by majority vote based on:

- The information submitted in the application process;
- General experience and interaction with candidates;
- Feedback from athletes through the athlete representatives and previous years' International Team Staff athlete and peer evaluations;
- Candidate's performance in requested position at previous funded and self-funded international events;
- Ability to best meet the criteria in Section 2 for the respective position.

6.3. The selected Games Staff will be published on the USA Archery website at www.usarchery.org within 5 working days after the selection process is completed.

7. Conflict of Interest:

All individuals involved in the selection process (see Section 6) must comply with USA Archery's Conflict of Interest Policy, to include completing and submitting a Conflict of Interest Disclosure Form for review by the USA Archery's Ethics Committee prior to beginning the selection process.

An individual involved in the selection process who has an actual, possible, or perceived conflict of interest must disclose it to the USA Archery Ethics Committee prior to the start of the selection process. The USA Archery Ethics Committee shall review the disclosure and determine the individual's level of involvement (e.g., whether they must recuse themselves from the review process and/or voting).

8. Date of Nomination:

Nominations of Games Staff, including the names of any replacements, will be submitted to the USOPC on or before:

Medical: September 11, 2023

Non-Medical: October 2, 2023


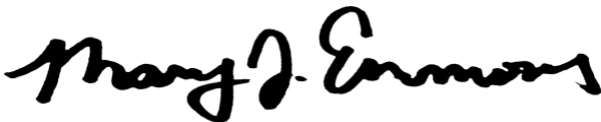

9. Publicity/Distribution of Procedures:

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

9.1 Website: 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.

9.2 Other (if any): N/A

Position	Print Name	Signature	Date
USA Archery CEO	Rod Menzer		8/24/22
Chief of Sport Performance and Operations	Mary Emmons		8/24/22
USOPC Athletes' Advisory Council Representative*	Lia Coryell		8/24/22

* 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 they have delegated authority.

* Signature by the Athlete Representative constitutes that they have read and understands the Selection Procedures. If the Athlete Representative reads and does not agree with the Selection Procedures being submitted by USA Archery, they may submit those reasons in writing to their 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.