



## **INTERNATIONAL TEAM STAFF SELECTION PROCEDURES UPDATED: October 2019**

These procedures outline the selection of Coaches, Assistant Coaches, Team Leaders, Sports Medicine Staff, Sports Psychology/Mental Performance Staff and Para Athlete Assistants to USA Archery (USAA) International Team Staff (ITS) for all USAA Team sanctioned international competitions except for the Youth Olympic Games, Pan American Games, Para Pan American Games, Youth Pan American Games, Olympic Games and Paralympic Games.

### **ELIGIBILITY CRITERIA**

To be eligible for nomination to an International Team Staff Position, all applicants must:

- Have a current USAA background screen. Should a nominee be the subject of any action that may change their background screen status between the time the background check is conducted and the relevant international event, the nominee must inform USAA. Additionally, an individual will be ineligible for ITS if he or she has:
  - a) A felony conviction involving harm to a member of a vulnerable population such as children, elderly or individuals with a disability;
  - b) A felony conviction for sexual abuse or assault of any kind;
  - c) A felony conviction for a hate crime;
  - d) Served a period of ineligibility for an Anti-Doping Rule Violation (ADRV) as determined by the World Anti-Doping Code; or
  - e) Served a period of ineligibility for a SafeSport Code violation as defined by the U.S. Center for SafeSport;
  - f) Any other felony conviction must be disclosed in advance of consideration for service as an ITS staff member and may be considered in evaluations. Any misdemeanor, suspension, or ineligibility from a sport or sport organization for rules violations or otherwise must also be disclosed for similar consideration. ITS Staff members have an ongoing duty to disclose. If a potential or existing ITS staff member is under investigation for, or has been formally accused of, any of the above infractions, that individual may be asked to suspend his/her application or position on ITS until the investigation or accusation has been adjudicated.
- Be a current employee of USAA or be willing to sign a contract with USAA.
- All sports medicine and sports psychology staff must have their professional credentials verified by the U.S. Olympic and Paralympic Committee (USOPC) and have a current USOPC Background Screen and U.S. Center for SafeSport training through the duration of the international event.
- All Mental Performance staff must have their professional credentials verified by USAA and have a current USAA Background Screen and U.S. Center for SafeSport training through the duration of the international event.
- All Coach, Team Leader and Para Athlete Assistant applicants must be a USAA member in good standing and have a current USAA background screen and U.S. Center for SafeSport training through the duration of the international event.
- Possess a passport that is valid for at least six months after the conclusion of the international event for which they are applying or selected.
- Be available for entire duration of the international event.
- Be in good health and able to withstand the physical rigors of traveling with and working with the team.

- Have extensive experience working with elite-level athletes.
- Fulfill all duties and requirements assigned by USAA.
- Be familiar with World Archery rules.
- Adhere to all USAA Policies and Procedures including the Honor Code and the High-Performance Ethos.

## 1. DESCRIPTION OF INTERNATIONAL TEAMSTAFF POSITIONS

Head Coach - The Men's and Women's International Team will be led by one of the USAA staff coaches selected by USAA to be the Head Coach and the Para International Team will be led by the USAA appointed Para National Head Coach. Otherwise, the selection committee will select a Head Coach for each international trip. The Head Coach may assign coaches to individuals, and teams in team rounds, by assessing individual and group dynamics. The Head Coach maintains communication with the Team Leader during all components of the event.

Assistant Coach – The Assistant Coach will be one of the USAA staff coaches and will be assigned as the primary assistant coach and will report to the Head Coach. Otherwise, the selection committee will select an Assistant Coach for each international trip. Any additional Assistant Coaches will also report to the Head Coach. The primary role of an Assistant Coach is to help the archers to perform at their peak. Assistant Coaches perform duties as assigned by the Head Coach and they may also be asked to assist the Team Leader. Assistant Coaches report information pertinent to the archers' performance to the Head Coach during practice and competition. Assistant Coaches will interact with athletes and ask questions to prompt open communication.

Team Leader – The Team Leader will be the USAA High Performance or Para High Performance Manager. Otherwise, the selection committee will select a Team Leader for each international trip. The Team Leader is the delegation's liaison to World Archery, the Local Organizing Committee, and Tournament Officials. The Team Leader will accompany (or delegate a coach to accompany) athletes to drug testing. The Team Leader is responsible for coordinating all team logistics and administration with USAA.

Sports Medicine Staff - The Sports Medicine Staff is responsible for monitoring athletes for possible injury and treat minor injuries on site. They are also responsible for referring athletes with major injuries to a properly staffed medical center or hospital and provide recommendations to the Head Coach about recovery and long-term treatment of injuries suffered during competition.

Sports Psychology/Mental Performance Staff – The Sports Psychology/Mental Performance Staff is responsible for assisting athletes to mentally prepare for competition and teaching mental skills for improved performance.

Para Athlete Assistant - The Para Athlete Assistant will be responsible for assisting Para athletes who require an agent or support services, including loading arrows. The Para Athlete Assistant may also be responsible for scoring for that athlete. A high level of familiarity and trust is required with the athlete(s).

## 2. APPLICATION PROCESS

USAA will post application information on the USAA webpage and give eligible applicants a minimum of 30 days to respond.

## 3. SELECTION PROCESS

3.1. The Selection Committee consists of the following individuals based on the competition:

- 3.1.1. The World Cup, Senior, Youth, Field and 3D World Archery Championships, and the Pan American Championships Selection Committee will consist of USAA's National Coaching Staff, Chief Executive Officer, the Recurve representative from the USOPC Athlete Advisory Council and the

- Compound Athlete Representative from the USAA Board of Directors.
- 3.1.2. The Para International Event Selection Committee will consist of USAA's Para National Head Coach, Chief Executive Officer, Chair of the Para Athlete Advisory Council and two other athletes nominated by the Para Athlete Advisory Council to represent the Council.
  - 3.1.3. The Collegiate International Event Selection Committee will consist of USAA's Men's Head Coach, USAA's Assistant Head Coach, Chief Executive Officer and the Collegiate Athlete representatives from the Collegiate Advisory Council.
- 3.2. The appropriate 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 year's International Team Staff athlete and peer evaluations;
    - 3.2.4 Candidate's performance on both USAA funded team staffs and non-funded team staffs will also be evaluated during the selection process;
  - 3.3 Positions will be filled by a majority vote of the members of the appropriate Selection Committee.
  - 3.4 The selected team staff will be published on the USAA website within 5 working days after the selection process is completed.
  - 3.5 Para Athlete Assistants may be selected after the selection of the Para team for a specific event based on needs of the athletes and available funding.

#### **4. PROCESS OF REMOVING A STAFF MEMBER**

An individual who is selected as an International Team Staff by USAA may be removed as a staff member at any time during the competition year for any of the following reasons, as determined by USAA:

- 4.1 Voluntary withdrawal. Nominee must submit a written letter to the USAA CEO.
- 4.2 Injury or illness as certified by a physician (or medical staff) approved by USAA. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved of by USAA, his/her injury will be assumed to be disabling and he or she may be removed.
- 4.3 Inability to perform the duties required as determined by USAA.
- 4.4 Failure to meet the required Eligibility Criteria set forth in this policy.
- 4.5 Violation of USAA's Code of Conduct.
- 4.6 If for any reason, USAA 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, USAA retains the right to remove the staff member.

#### **5. CONFLICT OF INTEREST**

All ITS applicants and Selection Committee members must have completed a current USAA Conflict of Interest Disclosure Form and further disclose any additional conflict of interest they may have in connection with serving on the ITS or Selection Committee. Conflict of Interest forms will be reviewed by USAA in accordance with the USAA Conflict of Interest Policy. Members of the selection committee will be required to disclose any conflicts that may have and recuse themselves from voting, if applicable.

#### **6. PUBLICITY/DISTRIBUTION OF PROCEDURES**

These selection procedures will be published by USAA at [www.usarchery.org](http://www.usarchery.org).