



INTERNATIONAL TEAM STAFF SELECTION PROCEDURES

UPDATED: NOVEMBER 2025

These procedures provide for selection of USA Archery's funded and self-funded International Team Staff (ITS). However, accreditation allocation is not guaranteed and will be based on final World Archery credential allocations and overall team size. Responsibility of payment for allocated accreditations will be determined by USA Archery.

1. Below are the ITS role(s) and responsibilities for which USA Archery may request applications for.

Staff Role	Responsibility
Team Leader	Serve as primary logistical point of contact and liaison between World Archery and USA Archery before, during and after the event and prepares athletes/teams for success on the field of play.
Head Coach	Prepare athletes/teams for success on the field of play.
Assistant Head Coach	Prepare athletes/teams for success on the field of play.
Medical (ATC, Physio, Physician or Massage Therapist)	Provide appropriate medical care and recovery services to the athletes.
Mental Health Professional	Provide appropriate mental health care to the athletes.
Dietician	Assist athletes with dietary needs, heating/cooling and hydration strategies.

2. Disqualifying Criteria: An individual will be ineligible for ITS if they:
 - Are a spouse or immediate family member of an athlete named to the team.
 - Have a felony conviction involving harm to a member of a vulnerable population such as children, elderly or individuals with a disability;
 - Have a felony conviction for sexual abuse or assault of any kind;
 - Have a felony conviction for a hate crime;
 - Served a period of ineligibility for an Anti-Doping Rule Violation as determined by the World Anti-Doping Code; or
 - Served a period of ineligibility for a SafeSport Code violation as defined by the U.S. Center for SafeSport or are listed on the organizational exclusion list;
 - Any other felony conviction must be disclosed in advance of consideration for service as an ITS staff member and will be considered by the ITS Selection Committee. Any

misdeemeanor, suspension, or ineligibility from a sport or sport organization for rules violations or otherwise must also be disclosed for similar consideration. ITS members have an ongoing duty to disclose. If a potential or existing ITS member is under investigation for, or has been formally accused of, any of the above infractions, that individual may be asked to suspend their application or role on ITS until the investigation or accusation has been adjudicated.

3. What is USA Archery's eligibility criteria for the above-listed ITS role(s)?

All International Team Staff must:

- 3.1. Successfully complete the U.S. Center for SafeSport's online training.
- 3.2. Complete and clear a USA Archery background screen in accordance with the [USA Archery SafeSport and Background Screen Criteria and Review Policy](#) prior to nomination.
- 3.3. Adhere to the USA Archery [Honor Code](#) and [High Performance Ethos](#).
- 3.4. Possess a valid passport at the time of the accept/decline process that does not expire until at least six months after the conclusion of the event to which they are selected.
- 3.5. Have strong administrative, communication and organizational capabilities/skills as applicable for the specific role.
- 3.6. Be responsible for Team's adherence to all rules regarding personal conduct at the event.
- 3.7. Fulfill all duties and requirements of USA Archery including attendance at USA Archery related pre and post-event meetings, as applicable.
- 3.8. Be available for entire duration of the event.
- 3.9. Have USA Archery's pre-approval prior to making any financial decisions regarding the Team.
- 3.10. Possess high level, specific technical and tactical knowledge of the sport as needed for the specific role.
- 3.11. Have thorough knowledge and understanding of World Archery rules and regulations governing the sport as needed for the specific role.
- 3.12. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 3.13. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 3.14. Successfully complete all event registration and/or event entry requirements by stated deadlines.
- 3.15. Participate in the appropriate anti-doping training as required by stated deadline.
- 3.16. 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 and Coaches must:

- 3.17. Currently be an employed staff member of USA Archery as defined in the responsibilities for their role when hired.

- 3.17.1. Should an alternate be named for a Team Leader or Coach role, employee status may not apply.
- 3.18. Have extensive training working with elite level athletes at international events.

In addition, Medical Personnel must:

- 3.19. Possess the appropriate professional certification(s).
- 3.20. Familiarize themselves with individual athletes medical concerns or injuries prior to the event.
- 3.21. 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 event) and medical equipment submission requirements.
- 3.22. Sign a USA Archery [non-athlete pledge and conflict of interest disclosure form](#).
- 3.23. Be willing and able to serve all athletes and also assist the Team Leader with other duties before, during and after the event as applicable. This may include but is not limited to, transportation coordination, retrieving arrows and carrying equipment

In addition, Mental Health Professional(s) and Dietician(s) must:

- 3.24. Be a current contractor of USAA or possess appropriate experience working with USA Archery athletes relative to the role for which they may be nominated.
 - 3.24.1. Should an alternate be named, contractor status may not apply.
 - 3.25. Possess the appropriate professional certification(s).
 - 3.26. 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 event).
 - 3.27. Sign a USA Archery [non-athlete pledge and conflict of interest disclosure form](#).
 - 3.28. Be willing and able to serve all athletes and and also assist the Team Leader with other duties before, during and after the event as applicable. This may include but is not limited to, transportation coordination, retrieving arrows and carrying equipment.
4. Describe the intended method of identifying the pool and selecting the candidates to be considered for the ITS roles(s):
- 4.1. For non-Para events, USA Archery will not solicit applications for the Team Leader, Head Coach, Assistant Coach, Medical, Mental Health and Dietician staff role(s) listed above. For non-Para events the USA Archery National Head Coach, USA Archery Assistant Head Coach and the USA Archery International Team Manager will fill staff roles. Likewise, contractual staff in the roles of Director of Rehabilitation and Performance, Mental Health and Dietician will fill the medical, mental health and dietician roles, respectively. For Para events, USA Archery will not solicit applications for the Head Coach or the Team Leader. For Para events, the USA Archery Paralympic Head Coach will serve as the Head Coach and the USA Archery International Team Manager will serve as the Team Leader, when Para events do not have conflicting schedules with non-Para events. In the case of conflicting

schedules, the USA Archery International Team Manager will attend the non-para event and other non-USA Archery staff applicants will be considered for the Team Leader position. Likewise, contractual staff in the roles of Director of Rehabilitation and Performance, Mental Health and Dietician will fill the medical, mental health and dietician roles, respectively, when applicable.

4.1.1. Applicants who wish to be considered for Alternate Team Leader, Alternate Head Coach, Assistant Coach (Para) or Alternate Assistant Coach must meet all requirements set forth in Section 2 and Section 3 and formally submit an application for consideration. USA Archery will post application information for the Alternate Team Leader, Alternate Head Coach, Assistant Coach (Para) or Alternate Assistant Coach at www.usarchery.org, and give eligible applicants a minimum of 30 days to respond.

4.2. Applicants who wish to be considered for Alternate Medical, Mental Health and Dietician Staff roles must meet all requirements set forth in Section 2 and Section 3 and formally submit an application for consideration. USA Archery will post application information for Medical, Mental Health and Dietician roles at www.usarchery.org, and give eligible applicants a minimum of 30 days to respond.

5. Describe the removal of ITS:

An individual who is nominated to the above-listed ITS roles 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 International Teams Manager at international_teams@usarchery.org.
- 5.2. 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.
- 5.3. Inability to perform the duties required.
- 5.4. Violation of the USA Archery's Code of Conduct located at www.usarchery.org.
- 5.5. No longer able to meet the required criteria in Section 2 at the time of the event.

6. Describe the replacement of ITS:

If the Nominated ITS member is unable to perform the duties of their role 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 applicable criteria listed in Section 2 and Section 3 above.

7. Individuals that will make the final approval of the ITS role(s):

- 7.1. The USA Archery High Performance Director will make the final approval for the Team Leader, Head Coach and Assistant Head Coach as these roles will be filled by USA Archery staff.

- 7.2. The USA Archery High Performance Director will make the final approval for Medical, Mental Health and Dietician as these roles will be filled by USA Archery contractors.
- 7.3. The ITS Selection Committee will select the Alternate Team Leader, Alternate Head Coach, Alternate Assistant Coach, Alternate Medical, Alternate Mental Health, and Alternate Dietician personnel, if applicable, from the pool of applicants identified in Section 3.
- 7.3.1. The ITS Selection Committee for World Cups, World Archery Championships, Pan American Championships, World Archery Field and World Archery 3D Championships and other World Ranking events will consist of the following individuals:
USA Archery's Chief of Sport Performance and Operations, High Performance Director, National Head Coach, Assistant Head Coach, Chair of the USA Archery Athlete Advisory Council, as well as the USAA Team USA Athletes Commission representative.
- 7.3.2. The ITS Selection Committee for the World University Games and World University Championship events will consist of the following individuals:
USA Archery's Chief of Sport Performance and Operations, High Performance Director, Chair of the USA Archery Collegiate Advisory Council as well the athlete representatives from the USA Archery Collegiate Advisory Council.
- 7.2.3 The ITS Selection Committee for the Para World Championships, Para Pan Am Championships and other Para World Ranking events will include the following individuals: USA Archery's Chief of Sport Performance and Operations, High Performance Director, Paralympic Head Coach, and the Chair(s) of the USA Archery Para Athlete Advisory Council and one additional representative from the Para Athlete Advisory Council.
- 7.3 The ITS Staff Selection Committee will recommend staff members by majority vote based on:
- The information submitted in the application process;
 - Feedback from athletes and staff from previous years' International Team Staff athlete and/or peer evaluations or experiences;
 - Candidate's performance in requested role at previous funded and self-funded international events;
 - Ability to best meet the criteria in Section 2 and Section 3 for the respective role.

Individuals selected for ITS roles will be invited by USA Archery to accept or decline their appointment and will be required to sign a contract and other forms. 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.

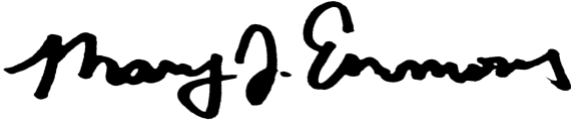
8. Conflict of Interest:

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). The Selection Committee will also be informed of any conflicts of interest identified.

9. Publicity/Distribution of Procedures:

The approved selection procedures (complete and unaltered) will be posted/published by USA Archery at www.usarchery.org.

Position	Print Name	Signature	Date
USA Archery CEO	Rod Menzer		11/21/25
Chief of Sport Performance and Operations	Mary Emmons		11/21/25
Team USA Athletes Commission Representative*	Heather Koehl		11/21/25

* If the Team USA Athletes Commission Representative has delegated authority to the Alternate Team USA Athletes Commission Representative to sign the Selection Procedures, attach a letter from the Team USA Athletes Commission 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 Team USA Athletes Commission Representative, USA Archery must designate an athlete from that sport to review and sign the Selection Procedures.