

USA ARCHERY

INTERNATIONAL TEAM STAFF SELECTION PROCEDURES

UPDATED: December 2018

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

1. CRITERIA

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

- 1.1. Successfully pass the USA Archery background screen prior to attending any event.
- 1.2. Should a nominee be the subject of any action between the time the background check is conducted and the relevant international event that may change his/her background screen status, the nominee must inform USA Archery.
- 1.3. Be a currently employed staff member or be willing to sign a contract with USA Archery.
- 1.4. Sports Medicine and Sports Psychology Staff must be approved by the U.S. Olympic Committee's Sports Medicine Department.
- 1.5. ITS Coaches, Team Leaders and Para Athlete Assistant applicants must be a USA Archery member in good standing and have a current USA Archery background screen and SafeSport
- 1.6. Possess a passport that is valid for at least six months after the conclusion of the international event.
- 1.7. Be available for entire duration of the international event.
- 1.8. Be in good health and able to withstand the physical rigors of traveling with and working with the team.
- 1.9. Have strong administrative and organizational capabilities.
- 1.10. Possess a cooperative and team building spirit with both athletes and other staff.
- 1.11. Have extensive experience working with elite-level athletes.
- 1.12. Fulfill all duties and requirements assigned by USA Archery.
- 1.13. Be familiar with World Archery rules.
- 1.14. Sign USA Archery Code of Conduct for the current year.

2. DESCRIPTION OF INTERNATIONAL TEAMSTAFF POSITIONS

Head Coaches - The National Head Coach will lead the Men's Recurve Team, the Women's National Head Coach will lead the Women's Recurve Team, and the Para National Head Coach will lead the Para National Team when they are available at international events. 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.

Coach – All team coaches report to the Head Coach; their primary role is to help the archers to perform at their peak. Coaches perform duties as assigned by the Head Coach; they may also be asked to assist the Team Leader. Coaches report information pertinent to the archers' performance to the Head Coach during practice and competition. Coaches will interact with athletes and ask questions to prompt open communication.

Team Leader –The Team Leader is the delegation's liaison to World Archery, the 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 USA Archery.

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 Staff – The Sports Psychology Staff is responsible for monitoring the athlete's mental game to help improve their performance and learning. The Sports Psychologist assigned by the USOC to USA Archery will serve as the Sport Psychologist. Otherwise, the selection committee will select a Sport Psychologist for each international trip, if applicable.

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).

3. APPLICATION PROCESS

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

4. SELECTION PROCESS

- 4.1. Selection Committee consists of the following individuals based on the competition
 - 4.1.1. World Cup, Senior, Youth, Field, Indoor and 3D World Archery Championships, and the Pan American Championships. 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.
 - 4.1.2. Para International Event Selection Committee will consist of USA Archery's Para National Head Coach, Chief Executive Officer, Chair of the Para Athlete Advisory Council and two other archers nominated by the Para Athlete Advisory Council to represent the Council.
 - 4.1.3. Collegiate International Event 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 Collegiate Athlete representatives from the Collegiate Committee.
- 4.2. The appropriate 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 year's 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;
- 4.3. Positions will be filled by a majority vote of the members of the appropriate Selection Committee.
- 4.4. The selected team staff will be published on the USA Archery website within 5 working days after the selection process is completed.
- 4.5. Para Athlete Assistants will be selected after the selection of the Para team for that event based on needs of the athletes and available funding.

5. PROCESS OF REMOVING A STAFF MEMBER

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

- 5.1. Voluntary withdrawal. ITS nominee must submit a written letter to 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 of by USA Archery, his/her injury will be assumed to be disabling and he or she may be removed.
- 5.3. Inability to perform the duties required as determined by USA Archery.
- 5.4. Violation of USA Archery's Code of Conduct.
- 5.5. 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.

6. CONFLICT OF INTEREST

Any individual who is being considered for a position or has any other conflict of interest and is involved in the selection process must disclose this information; recuse him or herself and not influence others regarding the discussions, meetings or decisions involving the selection.

7. PUBLICITY/DISTRIBUTION OF PROCEDURES:

The USA Archery approved selection procedures will be posted/published by USA Archery at: www.usarchery.org.