



PERSONAL COACH POLICY

LAST UPDATED – May 2020

The Personal Coach Policy outlines standards for how a Personal Coach can be requested by an athlete who is selected by USA Archery for an international team. A Personal Coach may include an athlete's personal coach, Para Athlete Assistant, family member or friend (hereafter, Personal Coach). All athletes will be limited to two Personal Coach requests per event and a non-refundable application fee of \$200 will be required for each request. To begin, the athlete will be required to submit the Personal Coach Request Form. **This form must be fully completed and returned to USA Archery by the athlete attending the event at the time the athlete receives an accept/decline invitation from USA Archery or no later than the next business day following a trials event, whichever date is earlier.**

ELIGIBILITY GUIDELINES

All Personal Coaches will be required to:

- Pay all fees associated with the event, which includes but is not limited to the non-refundable personal coach application fee of \$200, accreditation, hotel accommodations, meals, ground transportation and non-refundable travel insurance. Please note, spectator ticketing is not provided by USA Archery. The Personal Coach will be also be required to book and pay for his or her own airfare.
- Be a current USA Archery member.
- Have a current approved USA Archery background screen with no disqualifying criteria. From the time a Personal Coach registers for their background check, through the conclusion of their association with USA Archery, they have the affirmative duty to disclose their criminal history to USA Archery. Failing to disclose or intentionally misrepresenting an arrest, plea, or conviction is grounds for disciplinary action, regardless of when the offense is discovered or occurred. Additionally, an individual will be ineligible to be a Personal Coach if he or she has:
 - a) Served a period of ineligibility for an Anti-Doping Rule Violation (ADRV) as determined by the World Anti-Doping Code; or
 - b) Served a period of ineligibility for a SafeSport Code violation as defined by the U.S. Center for SafeSport or a National Governing Body;
- Have a current U.S. Center for SafeSport course training.
- Have a valid Passport (current until 6 months from the end date of the event). If Passport is not issued by the U.S., the Personal Coach will be responsible for obtaining a relevant visa, when required.
- Sign, return and adhere to the following USA Archery forms and policies: Personal Coach Policy, Release of Liability, Code of Conduct, Honor Code and High-Performance Ethos.
- Adhere to the USA Archery Minor Athlete Abuse and Prevention Policy (MAAPP).
- Conform to all USA Archery and World Archery uniform requirements, including purchasing non-refundable team uniforms at personal expense.
- Understand and adhere to World Archery rules.
- Attend the required pre-event team meeting.

ACCREDITATION AND PAYMENT

USA Archery will issue event accreditations to Personal Coaches up to the maximum number of accreditations allowed and available to USA Archery. Requests for personal coaches will be accommodated on a first come first serve basis until the number of available accreditations has been exhausted. All Personal Coaches will be required to follow the guidelines set forth in this policy. If accreditations are available and the Personal Coach is eligible, the Personal Coach will be contacted by USA Archery and asked to accept the request within five business days. USA Archery will provide the personal coach with a non-refundable invoice for all applicable costs (excluding airfare). This invoice must be paid in full prior to the event or your event registration will be canceled and by default your associated event accreditation, hotel reservation, ground transportation and meal plan. Personal Coaches will be fully responsible for any cancellation fees USA Archery accrues.

GUIDELINES

1. Athlete travel and training schedules will be set by the USA Archery Coaching Staff and/or Team Leader for the duration of the event. This includes but is not limited to travel itineraries, ground transportation, hotel accommodations, mealtimes and locations, team meeting times and locations, sport performance services, training schedules and team activities. All athletes and personal coaches will be required to abide by the schedules and rules set forth by USA Archery at all times.
2. The official USA Archery team coaching staff will serve as the primary coaching staff. Athletes can request a Personal Coach by voicing their request to the Head Coach, Assistant Head Coach and/or Team Leader. The Head Coach, Assistant Head Coach and/or Team Leader will arrive at a final decision and communicate this decision to the athlete and the Personal Coach. In all instances, the Personal Coach selected must be accredited. USA Archery may at its discretion, upgrade an athlete's credential to a coach credential onsite at the request of an athlete.
3. At the event the Personal Coach will serve only to assist the individual athlete who requested him or her and will not engage in unsolicited coaching, coaching negotiations with other athletes or otherwise disrupt the USA Archery training schedule, event or other athletes in any way. **If the behavior of the Personal Coach creates any issues for one or more athletes or USA Archery appointed staff, the Head Coach, Assistant Head Coach and/or Team Leader will counsel the Personal Coach. The Head Coach, Assistant Head Coach and/or Team Leader may deny the Personal Coach access to the field of play or remove their credentials at any time for behavior detrimental to team performance and/or violations of USA Archery Policies and Procedures. USA Archery will not be responsible for any costs the personal coach may accrue due to loss of a credential to include but not limited to event access, ground transportation and/or meals.**
4. All Personal Coaches who have accreditation will generally be allowed on the field of play for unofficial practice. Personal Coaches will only be allowed on the field of play for official practice, qualification, elimination rounds, mixed and/or team rounds or medal matches if the Personal Coach is accredited, requested by the athlete and approved by the Head Coach, Assistant Head Coach and/or Team Leader. If there are not enough open positions on the field of play at any given time for all accredited Personal Coaches, the Head Coach, Assistant Head Coach and/or Team Leader will decide which accredited Personal Coaches will be allowed on the field of play. The Head Coach, Assistant Head Coach and/or Team Leader will attempt to find equal time for all Personal Coaches to work with their athlete based on the competition schedule. In situations where there are fewer open positions than accredited Personal Coaches, the Head Coach, Assistant Head Coach and/or Team Leader will select the accredited Personal Coach(s) who may access the field of play until the maximum number of allowed staff members is reached.

ACCESS WHEN THERE IS ONLY A TEAM LEADER PROVIDED

All policies listed above are still in effect. All approvals will come from the Team Leader instead of the Head Coach.

ACCESS WHEN THERE IS NO USA ARCHERY STAFF PROVIDED

Please see the USA Archery [International Event Participation Policy and Form](#)

CANCELLATION POLICY:

If, for any reason you cancel your request, or determine that you no longer want to attend this competition, before USAA wires funds to the LOC, you will receive a refund of the amount paid minus the \$200 sanction fee, travel insurance, uniforms and processing fees incurred by USA Archery.

If, you cancel your request, or determine that you no longer want to attend this competition, after USAA wires funds to the LOC, you will receive a refund of the amount paid minus the \$200 sanction fee, travel insurance, uniforms, processing fees and any additional administrative costs incurred by USA Archery for purposes of wire transfer or exchange rate differences.

PERSONAL COACH REQUEST FORM ON NEXT PAGE

PERSONAL COACH REQUEST FORM

Please fill out the following information regarding the event for which you are requesting the Personal Coach (submit one form for each coach requested):

Athlete Name: _____

Are you a Minor (Under 18 Years of Ages): ☐ Yes ☐ No

Please select the role your personal coach will play at the event (select one only):

☐ Personal Coach ☐ Para Athlete Assistant ☐ Family/Friend

Please provide the event information for which you are requesting a personal coach:

Event Name: _____

Event Location: _____

Please provide the date(s) your personal coach will attend: _____

Please provide the following information for the personal coach you are requesting:

First and Last Name: _____

Phone Number: _____

Email Address: _____

USA Archery Member Number: _____

Date of USA Archery Background Screening: _____

Date of U.S. Center for SafeSport Training: _____

Country of Issuance: _____ Passport Number: _____ Passport Expiration Date: _____

Please indicate the type of access you are requesting for your personal coach on the field of play (select all that apply):

☐ No Access to the field of play will be required – Family/Friend

☐ Unofficial Practice ☐ Official Practice ☐ Qualification Rounds ☐ Elimination Rounds
☐ Team Rounds ☐ Mixed Rounds ☐ Medal Matches

☐ Arrow Retrieval – Para Athlete Assistant

Terms and Conditions

By signing below, I hereby agree that I have read and understand the Personal Coach Policy and agree to adhere to the guidelines set forth within the policy.

Print Name of Athlete: _____

Signature of Athlete: _____

Date: _____

PARENTAL CONSENT (IF ATHLETE IS UNDER AGE 18)

Print Name of Parent or Legal Guardian: _____

Signature of Parent or Legal Guardian: _____

Date: _____

This form must be fully completed and returned to USA Archery via email to USA Archery at highperformance@usarchery.org by the athlete attending the event at the time the athlete receives an accept/decline invitation from USA Archery or no later than the next business day following a trials event, whichever date is earlier - NO EXCEPTIONS.