

**United States Olympic  
Committee**

**ATHLETE SELECTION  
PROCEDURES:**

**OVERVIEW, SUBMISSION  
REQUIREMENTS, TIMELINE, &  
INSTRUCTIONS**



**for the**

**OLYMPIC GAMES  
PARALYMPIC GAMES  
PAN AMERICAN GAMES  
PARAPAN AMERICAN GAMES**

January 2008

# OVERVIEW

## Goal

To select the best U.S. Olympic, Paralympic, Pan American and Parapan American Games Teams through a fair and open process that is published well in advance of the selection process.

## NGB/PSO Responsibility

The USOC has placed considerable emphasis on how U.S. athletes and teams perform at the Games to which it sends teams. This emphasis is reflected in how NGBs (National Governing Bodies)/PSOs (Paralympic Sport Organizations) are funded and supported through USOC resources. Because of this focus as well as the importance of reducing potential arbitration issues arising from the selection process, NGBs/PSOs should carefully design Selection Procedures that:

- Comply with the Ted Stevens Olympic and Amateur Sports Act and USOC Bylaws (<http://www.usoc.org/12699.htm>).
- Are performance-oriented.
- Are fair, equitable and clearly written.
- Use objective based criteria or discretionary/subjective criteria that is supported by objective measures.
- Allow for selection of the most competitive team.
- Are not retroactive, unless expressly authorized by the USOC.
- Are not conditional on an athlete signing any commercial terms agreements.
- Do not have eligibility criteria related to amateur status or participation that are more restrictive than the appropriate International Federation.

## USOC Approval

Representatives of USOC Sport Partnerships, U.S. Paralympics, Legal and International Games will review all selection procedures submitted to the USOC.

Once approved, the NGB/PSO will be notified in writing. If they are not approved, the Sport Partnerships Team and/or U.S. Paralympics will notify the NGB/PSO of the questions or issues that need further clarification.

## **Citizenship**

### **A. IOC, IPC and PASO Requirements**

Although many IFs allow non-citizens to compete in their international events, the IOC Charter (IOC Charter, Rule 42) and the PASO regulations (PASO Regulations, Section IV) and the IPC Handbook (IPC Handbook, Chapter 2, Section 3.1) mandate that athletes must be a national of the country they represent in the Olympic Games, the Paralympic Games, the Pan American Games and the Parapan American Games.

### **B. USOC Citizenship Policy**

The USOC Bylaws under Article XIX, Section 19.2 states that “Any tryouts organized directly or indirectly under authority of any NGB or PSO shall be open only to athletes who are citizens of the United States at the time of selection and eligible under the rules of the International Olympic Committee, Pan American Sports Organization or International Paralympic Committee for selection for membership on the United States Olympic, Pan American or Paralympic Games Team.”

“Time of selection” is generally the first event of the trials with final decision on a case-by-case basis by the USOC. **It is imperative that the NGB/PSO notify the USOC as early as possible of any non-citizen athlete who is in contention for nomination to the Team (contact your Sport Partnerships Team or U.S. Paralympics representative for the USOC Citizenship/Eligibility Form),** or should the NGB/PSO have a citizenship issue or question of any kind.

## **Sport Partnerships/U.S. Paralympics Divisions**

The USOC Sport Partnerships/U.S. Paralympics representatives, with assistance from USOC Legal, International Games and the Athlete Ombudsman, are responsible for assisting NGBs/PSOs with questions pertaining to the Selection Procedures process. Once the NGB/PSO has completed writing its Selection Procedures, the NGB/PSO approved document is to be submitted to the NGB’s/PSO’s Sport Partnerships/U.S. Paralympics representative (see Attachment A).

## **Trials Observers**

The USOC reserves the right to send Trials Observers to an NGB's/PSO's Olympic, Paralympic, Pan American or Parapan American Games Trials and/or be present at any or all parts of the NGB's/PSO's Selection Process, including closed meetings.

## **Clarification or Amendment to the USOC Approved Selection Procedures**

In the event an NGB/PSO needs to make a clarification or amendment to its USOC **approved Selection Procedures**, please contact the appropriate Sport Partnerships or U.S. Paralympics representative to discuss the proposed clarification or amendment issue.

Any change in the IOC, IPC, PASO, IF or Continental Federation rules and regulations that affect an NGB's/PSO's **approved Selection Procedures** will also need to be discussed with the appropriate Sport Partnerships or U.S. Paralympics representative.

The Sport Partnerships or U.S. Paralympics representative will advise on the strategy needed to request the proposed change. All proposed clarifications or amendments must be dated and submitted in writing to the USOC and will require approval of the USOC. Once approved, clarifications must be posted on the NGB/PSO Web site in PDF format, adjacent to the originally approved selection procedures, within 48 hours of receipt of approval.

## **General Information**

The USOC Selection Procedures Manual shall be used for the Olympic, Paralympic, Pan American and Parapan American Games. The January 2008 version is in effect until revised by the USOC.

**For Selection Procedures purposes, the following acronyms will be used:**

AAA - American Arbitration Association

AAC - Athletes' Advisory Council

CAS - Court of Arbitration for Sport

CF - Continental Federation

IOC - International Olympic Committee

IPC - International Paralympic Committee

IF - International Federation

LOC – Local Organizing Committee  
NGB – National Governing Body  
NOC – National Olympic Committee  
NPC – National Paralympic Committee  
PAG – Pan American Games  
PASO – Pan American Sports Organization  
PPAG – Parapan American Games  
PSO – Paralympic Sport Organization  
USADA – United States Anti-Doping Agency  
USOC – United States Olympic Committee  
WADA – World Anti-Doping Agency

**For additional resources, please consult the following Web sites:**

AAA: [www.adr.org](http://www.adr.org)

CAS: [www.tas-cas.org](http://www.tas-cas.org)

IOC: [www.olympic.org](http://www.olympic.org)

Olympic Charter

[http://multimedia.olympic.org/pdf/en\\_report\\_122.pdf](http://multimedia.olympic.org/pdf/en_report_122.pdf)

- Rule 42: Nationality of Competitors
- Rule 53: manufacturer trademark guidelines

IPC: [www.paralympic.org](http://www.paralympic.org)

- Chapter 2, Section 3.1: IPC Athlete Nationality Policy

PASO: <http://www.guadalajara2011.org.mx/esp/index.asp?lng=en>

USADA: [www.usantidoping.org](http://www.usantidoping.org)

USOC: [www.usolympicteam.com](http://www.usolympicteam.com)

From USOC Web site, click on “About Us” at the bottom of the Home Page, and then click on “Corporate Governance/Legal Documents/Notices”

- USOC Bylaws
- USOC Code of Conduct, Grievance Procedures and General Release
- Ted Stevens Olympic and Amateur Sports Act
- USOC Definition of Athlete
  - Section 220501(b)(1) Ted Stevens Olympic and Amateur Sports Act

- USOC Bylaws, Article XVII, Section 17.7

USOC Athlete Ombudsman: [www.888athlete.org](http://www.888athlete.org)

U.S. Paralympics Division: [www.usparalympics.org](http://www.usparalympics.org)

WADA: [www.wada-ama.org](http://www.wada-ama.org)

# SUBMISSION REQUIREMENTS AND TIMELINE

The following are requirements for the submission of Athlete Selection Procedures:

## NGB/PSO Time Frame

- Proposed Selection Procedures (Athlete and Staff) must be submitted to the USOC (Sport Partnerships or U.S. Paralympics) at least **15 months prior** to commencement of the first evaluative event. An evaluative event is defined as any of the selection events, trials or camps that will be used in the selection process. NGBs/PSOs may request a written exception to this requirement, which will be considered by the USOC on a case-by-case basis.
- For Olympic, Paralympic, Pan American and Parapan American Teams that are nominated primarily from a “national team,” NGBs/PSOs shall maintain ongoing information regarding how athletes qualify for their national team in a prominent location on their Web site.
- Procedures must be submitted in “MS Word for Windows” electronic format, on the USOC Athlete Selection Procedures Form.
- Procedures must be submitted with the three required NGB/PSO signatures (President or Executive Director, National Team Coach, Head Coach or National Program Director and USOC AAC Representative) in any of the following manners (Section XV. NGB/PSO Signatures, from the Athlete Selection Procedure Forms):
  - Electronic/scanned signatures contained within the electronic Word document.
  - Faxed copies of the signature page.
  - Original signatures delivered to USOC Sport Partnerships/U.S. Paralympics.
- The NGB/PSO must publish the **USOC approved Selection Procedures** in a prominent location on the NGB/PSO Web site five business days following notice of approval by the USOC. The procedures need to be on the NGB’s/PSO’s Web site through the duration of the respective Games. The Web site address that provides a link to the procedures must also be published in the official NGB/PSO publication (if the NGB/PSO has a publication). The publication of the procedures must be at least **one year** prior to the commencement of any of the selection events, trials or camps that will be used in the Team selection process. The one-year requirement allows ample notification for athletes to train and prepare for the selection

process. NGBs/PSOs may request a written exception to this requirement, which will be considered by the USOC on a case-by-case basis.

## **Athlete Involvement in the Process**

### **A. Development of the Selection Procedures**

The development of the Athlete Selection Procedures **must** involve input from NGB/PSO athletes who meet the definition of “active athlete” as defined by the USOC Bylaws. NGB/PSO committees that are responsible for developing the Selection Procedures must include at least 20% athlete representation. Additional input is also encouraged by the NGB’s/PSO’s USOC AAC Representative, if he/she is not already involved.

### **B. USOC AAC Representative**

The NGB’s/PSO’s USOC AAC Representative is required to sign and date the Athlete Selection Procedures in the signature area of the Selection Procedures Form. Signature by the AAC Representative constitutes that he/she has read and understands the Selection Procedures and certifies that the Selection Procedures submitted represent the method approved by the NGB/PSO. If the AAC Representative reads and does not agree with the Athlete Selection Procedures being submitted by the NGB/PSO, he/she may submit those reasons in writing to his/her Sport Partnerships Team or U.S. Paralympics representative.

The NGB’s/PSO’s USOC AAC Alternate’s signature is acceptable in cases when the primary AAC Representative is unavailable or is a competing athlete in the selection process. If the primary USOC AAC Representative knows that he/she is going to be unavailable (i.e. out of the country) for several weeks, he/she may delegate the authority to the USOC AAC Alternate to sign. The primary AAC Representative must confirm this in writing to his/her Sport Partnerships Team or U.S. Paralympics representative.

# INSTRUCTIONS

- All NGBs/PSOs must use the blank template form when completing Athlete Selection Procedures.
- Information listed in RED typeface should be replaced with NGB/PSO specific information pertaining to each NGB's/PSO's Selection Procedures. Once this substitution is made, change the red typeface to black.
- Additionally, if any question does not pertain to the procedures, indicate "not applicable" in the response area. Such questions generally contain "if any" at the end of the question/request. Do not simply delete the question.
- If the selection process varies for disciplines or genders within your sport, provide a separate and complete Selection Procedures form for the selection of athletes for each discipline or gender.
- Separate Selection Procedures must be submitted for various Games, i.e. one Selection Procedures form for both the Pan Am and Olympic Games will not be accepted.
- Additional space within the document may be added or deleted as necessary.

ATTACHMENT A  
(As of January 2, 2008)

SPORT PARTNERSHIPS	NGBs IN PORTFOLIO	PHONE and FAX	EMAIL
Bob Gambardella, Director Matt Cramer, Manager Jill Baker, Coordinator	Baseball Canoe/Kayak Equestrian Fencing Modern Pentathlon Racquetball Rowing Sailing Skiing Volleyball Water Skiing	(719) 866-4053 (719) 866-2232 (719) 866-3031  Fax: (719) 866-4288	<a href="mailto:Bob.Gambardella@usoc.org">Bob.Gambardella@usoc.org</a> <a href="mailto:Matt.Cramer@usoc.org">Matt.Cramer@usoc.org</a> <a href="mailto:Jill.Baker@usoc.org">Jill.Baker@usoc.org</a>
Kelly Skinner, Director Kevin Han, Manager Kelley Fisher, Coordinator	Archery Badminton Basketball Field Hockey Ice Hockey Roller Sports Shooting Speedskating Squash Taekwondo Tennis Weightlifting	(719) 866-4794 (719) 866-4052 (719) 866-4299  Fax: (719) 866-4957	<a href="mailto:Kelly.Skinner@usoc.org">Kelly.Skinner@usoc.org</a> <a href="mailto:Kevin.Han@usoc.org">Kevin.Han@usoc.org</a> <a href="mailto:Kelley.Fisher@usoc.org">Kelley.Fisher@usoc.org</a>
Chris Vadala, Senior Director Rachel Nakamura, Associate Director Penny Warren, Coordinator	Biathlon Bowling Curling Cycling Diving Figure Skating Swimming Synchro. Swimming Table Tennis Triathlon Water Polo	(719) 866-4650  (719) 866-4662  (719) 866-2244  Fax: (719) 866-4288	<a href="mailto:Chris.Vadala@usoc.org">Chris.Vadala@usoc.org</a>  <a href="mailto:Rachel.Nakamura@usoc.org">Rachel.Nakamura@usoc.org</a>  <a href="mailto:Penny.Warren@usoc.org">Penny.Warren@usoc.org</a>
Jay Warwick, Director Tammie Forster, Manager Steve Powderly, Coordinator	Bobsled/Skeleton Boxing Gymnastics Judo Karate Luge Soccer Softball Team Handball Track & Field Wrestling	(719) 866-4063 (719) 866-4838 (719) 866-2516  Fax: (719) 866-4957	<a href="mailto:Jay.Warwick@usoc.org">Jay.Warwick@usoc.org</a> <a href="mailto:Tammie.Forster@usoc.org">Tammie.Forster@usoc.org</a> <a href="mailto:Steve.Powderly@usoc.org">Steve.Powderly@usoc.org</a>

<b>U.S. PARALYMPICS DIVISION</b>	<b>SPORTS</b>	<b>PHONE and FAX</b>	<b>EMAIL</b>
Laura Ryan, Associate Director Kimberly Bartkowski, Coordinator	Basketball (Wheelchair) Boccia Equestrian Fencing (Wheelchair) Goalball Judo Rowing Rugby (Wheelchair) Sailing Soccer Tennis (Wheelchair) Volleyball	(719) 866-2033 (719) 866-4671  Fax: (719) 899-2029	<a href="mailto:Laura.Ryan@usoc.org">Laura.Ryan@usoc.org</a> <a href="mailto:Kim.Bartkowski@usoc.org">Kim.Bartkowski@usoc.org</a>
Joe Walsh, Managing Director Kimberly Bartkowski, Coordinator	Archery	(719) 866-2035 (719) 866-4671  Fax: (719) 899-2029	<a href="mailto:Joe.Walsh@usoc.org">Joe.Walsh@usoc.org</a> <a href="mailto:Kim.Bartkowski@usoc.org">Kim.Bartkowski@usoc.org</a>
Joe Walsh, Managing Director Jamie Martin, Coordinator	Cycling Powerlifting Shooting Table Tennis	(719) 866-2035  Fax: (719) 899-2029	<a href="mailto:Joe.Walsh@usoc.org">Joe.Walsh@usoc.org</a> <a href="mailto:Jamie.Martin@usoc.org">Jamie.Martin@usoc.org</a>
Julie O'Neill, Associate Director & Head Coach Jimi Flowers, Coach & National Team Manager	Swimming	(719) 866-2036  Fax: (719) 899-2029	<a href="mailto:Julie.O'Neill@usoc.org">Julie.O'Neill@usoc.org</a> <a href="mailto:Jimi.Flowers@usoc.org">Jimi.Flowers@usoc.org</a>
Troy Engle, Associate Director & Head Coach Tina Kauffman, Resident Coordinator	Athletics	(719) 866-2022 (619) 482-6016  Fax: (719) 899-2029	<a href="mailto:Troy.Engle@usoc.org">Troy.Engle@usoc.org</a> <a href="mailto:Tina.Kauffman@usoc.org">Tina.Kauffman@usoc.org</a>
Stacey Wooley, Associate Director Kimberly Bartkowski, Coordinator	Curling Ice Hockey (Sled) Skiing (Alpine) Skiing (Biathlon) Skiing (Nordic)	(719) 866-2052 (719) 866-4671  Fax: (719) 899-2029	<a href="mailto:Stacey.Wooley@usoc.org">Stacey.Wooley@usoc.org</a> <a href="mailto:Kim.Bartkowski@usoc.org">Kim.Bartkowski@usoc.org</a>