

US BIATHLON
GAMES STAFF SELECTION PROCEDURES
2022 Olympic Games in Beijing, China
December 22, 2021

These procedures provide for selection of US Biathlon’s **Games Staff** [see following table for a list of positions] for the 2022 Olympic Winter Games. However, accreditation allocation is not guaranteed and will be based on final USOPC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOPC and US BIATHLON.

1. Describe the specific Games Staff position(s) that US BIATHLON is requesting.

Games Staff Role	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOPC and US BIATHLON before, during and after the Games.
Coach(es)	Prepare athletes/teams for success on the field of play.
Medical Personnel	Provide medical support for any illnesses or acute injuries that may develop during the Games. Provide physical therapy to ensure athletes are recovering between competitions so they are at their best for each competition.
Technical Personnel	Technical preparation of skis for individuals to maximize performance due to varying weather and terrain. Prepare the skis with a base structure that is specific to the Olympic venue for the snow conditions to maximize ski speed.
Sport Psychologist	Provide sport psychology services to ensure athletes are at their best for each competition.

2. What are US Biathlon’s criteria for the above Games Staff position(s) (attach a job description, if any)?

US Biathlon’s Games Staff must:

- 2.1. Undergo a background screen in accordance with the current [USOPC Games Background Check Policy & Procedures](#) prior to nomination.
 - 2.1.1. Should a nominee experience any event between the time the background check is conducted and the relevant Games that may

change his/her background check status, the nominee must inform US BIATHLON and/or the USOPC.

- 2.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.3. Have the ability to work effectively with the USOPC.
- 2.4. Have strong administrative, communication and organizational capabilities/skills as applicable for the specific role.
- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 2.6. Fulfill all duties and requirements of the USOPC including attendance at USOPC Games related meetings, as applicable.
- 2.7. Be available for entire duration of the Games, if requested.
- 2.8. Have US BIATHLON's approval prior to making any financial decisions regarding the Team.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport as needed for the specific role.
- 2.10. Have thorough knowledge and understanding of International Federation's (IF) rules and regulations governing the sport as needed for the specific role.
- 2.11. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.12. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.13. Be a currently employed staff member or contractor of US BIATHLON or USOPC.
- 2.14. Be listed on US BIATHLON's Long List.
- 2.15. Successfully complete all Games Registration requirements by stated deadlines.
- 2.16. Participate in the appropriate anti-doping training as required for the Games Staff position by stated deadline.
- 2.17. Successfully complete the appropriate U.S. Center for SafeSport's online training module(s) by stated deadline.

In addition, Coaches must:

- 2.18. Possess a high level of specific technical and tactical knowledge of the sport.

In addition, Medical Personnel must:

- 2.19. Possess the appropriate professional certifications.
- 2.20. Pass a medical credential review in addition to the approved USOPC Games Background Check, which will be a combined check managed through USOPC Sports Medicine (separately arranged background checks will not be considered).

- 2.21. Meet the required experience and proficiency levels as determined by USOPC Sports Medicine. (www.teamusa.org/medicalvolunteer)
- 2.22. Complete the mandatory Games training prior to the Games.
- 2.23. Be approved for nomination through the USOPC's Sports Medicine Division.
- 2.24. 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 Games) and medical equipment submission requirements.
- 2.25. Be a regular part of US Biathlon's medical staff at camps and/or events.

In addition, Technical Personnel must:

- 2.26. Possess appropriate experience relative to the position/area of expertise for which they may be nominated.

In addition, Sport Psychologist must:

- 2.27. Have a psychology licensure (with evidence of fulfilling the sport psychology requirement as stated by APA), CMPC certification or USOPC registry membership.
3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

US BIATHLON will not solicit applications for the Games Staff position(s). The Games Staff position(s) will be filled by current US BIATHLON employees and/or contractors.

4. Describe the removal of Games Staff:

An individual who is nominated to the above-listed Games Staff position(s) by US BIATHLON may be removed as a nominee for any of the following reasons, as determined by US BIATHLON.

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the US BIATHLON Executive Director/CEO/President.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by US BIATHLON. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by US BIATHLON, his/her injury will be assumed to be disabling and he/she may be removed.
- 4.3. Inability to perform the duties required.

- 4.4. Violation of US BIATHLON's Code of Conduct found at:
<https://www.teamusa.org/us-biathlon/resources/usba-code-of-conduct2>
- 4.5. No longer able to meet the required criteria in Section 2 at the time of the Games.

Once the Games Staff nomination(s) is accepted by the USOPC, the USOPC has jurisdiction over the Games Staff, at which time, in addition to any applicable US BIATHLON Code of Conduct, the USOPC's Games Forms apply. The USOPC's Games Forms are available as part of Games Registration prior to the respective Games.

5. Describe the replacement of Games Staff:

In the event that the Nominated Games Staff member is unable to perform the duties of the position(s) for injury, illness, Code of Conduct violation or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all of the criteria listed in #2 above.

6. Which group/committee will make the final approval of the Games Staff position(s)?

The US Biathlon CEO will make the final approval.

7. Conflict of Interest:

An individual involved in the selection process who has a conflict of interest must disclose this information and recuse him or herself and not influence others regarding the discussions, meetings or decisions involving the selection of the Games Staff position(s). If there is an issue concerning whether a conflict of interest exists, the NGB's/HPMO's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

8. Date of Nomination:

Nominations of Games Staff, including the names of any replacements, will be submitted to the USOPC on or before: December 31, 2021

9. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by US BIATHLON in the following locations:

- 9.1. Web site: <https://www.teamusa.org/US-Biathlon/Resources/Team-Selection-Procedures>

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOPC.

- 9.2. Other (if any):

Position	Print Name	Signature	Date
US BIATHLON President & CEO	Max K.Cobb	 <small>Max K.Cobb (Dec 28, 2021 13:28 EST)</small>	Dec 28, 2021
USOPC Athletes' Advisory Council Representative*	Kelly Kjorlien	 <small>Kelly Kjorlien (Dec 28, 2021 17:37 MST)</small>	Dec 28, 2021

* If the USOPC AAC Representative has delegated authority to the Alternate AAC Representative to sign the Selection Procedures, attach a letter from the AAC Representative indicating the reason he/she has delegated authority.

* Signature by the Athlete Representative constitutes that he/she has read and understands the Selection Procedures. If the Athlete Representative reads and does not agree with the Selection Procedures being submitted by the NGB/HPMO, he/she may submit those reasons in writing to his/her Sport Performance Team.

* If, for some reason, a sport does not have an elected USOPC AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.

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Final Audit Report

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