

USA BOXING
GAMES STAFF SELECTION PROCEDURES
2019 PAN AMERICAN GAMES
 July 14, 2017

These procedures provide for selection of USA Boxing's Games Staff [Team Leader, Coach(es), and/or (# of) Additional Officials] for the 2019 Pan American Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size. Responsibility of payment for allocated accreditations will be determined by the USOC and USA Boxing.

1. Describe the specific Games Staff position(s) that the USA Boxing is requesting.

USOC Role Name - (Games Function)	Responsibility
Team Leader	Serve as primary point of contact and liaison between the USOC and USA Boxing before, during and after the Games.
Coach	Prepare athletes/teams for success on the field of play.
Medical (ATC, Physio, Physician, Massage)	Provide appropriate medical care to the athletes.
Video Tech	Capture, develop and provide all competition footage to coaching staff.

2. What are USA Boxing's criteria for the above Games Staff position(s) (attach a job description, if any)?

Please see Attachments B, C, D, and E for the Game Staff Job Descriptions.

USA Boxing's Games Staff must:

- 2.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOC Games Background Check Policy 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 USA Boxing and/or USOC.
- 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 USOC.
- 2.4. Have strong administrative, communication and organizational capabilities/skills (if applicable).

- 2.5. Be responsible for Team's adherence to all rules regarding discipline at the Games *(if applicable)*.
- 2.6. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings *(if applicable)*.
- 2.7. Be available for entire duration of the Games *(if applicable)*.
- 2.8. Have USA Boxing's approval to make financial decisions regarding the Team *(if applicable)*.
- 2.9. Possess high level, specific technical and tactical knowledge of the sport *(if applicable)*.
- 2.10. Have a thorough knowledge and understanding of the IF rules and regulations governing the sport *(if applicable)*.
- 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 USA Boxing *(if applicable)*.
- 2.14. Be listed on USA Boxing's Long List and must successfully complete all Games Registration requirements by stated deadlines.
- 2.15. Participate in USADA training as required for position *(if applicable)*.
- 2.16. Participate in the USOC's Safe Sport Training.

In addition, Medical Personnel must:

- 2.17. Possess the appropriate certifications.
- 2.18. Pass a medical credential review in addition to the approved USOC Games Background Check, which will be a combined check managed through USOC Sports Medicine (separately arranged background checks will not be considered).
- 2.19. Meet the required experience and proficiency levels as determined by USOC Sports Medicine and outlined in Attachment A and the documents found at <http://www.teamusa.org/About-the-USOC/Athlete-Development/Sports-Medicine/Volunteer-Program.aspx>.
- 2.20. Be approved for nomination through the USOC's Sports Medicine Division.
- 2.21. Be currently serving as the USA Boxing National Teams Medical Manager, or have served as medical support staff for USA Boxing's National Team during international competition within the past two years.

In addition, Coaches Must:

- 2.22. Possess a high level of specific technical and tactical knowledge of the sport.
- 2.23. Be currently serving as the USA Boxing National Head Coach, Resident Coach or an Elite Assistant Coach of USA Boxing's National Coaching Staff.
- 2.24. Possess an AIBA Coaching Certification.

In addition, Video Tech Must:

- 2.25 Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.26. Be currently serving as the USA Boxing National Teams Manager or a member of USA Boxing's National Coaching Staff.

In addition, the Team Leader must:

- 2.27. Possess appropriate experience and/or certifications relative to the position/area of expertise for which they may be nominated.
- 2.28. Be currently serving as the USA Boxing High Performance Director or National Teams Manager.

3. Describe the intended method of identifying the pool and selecting the candidates to be considered for the Games Staff position(s):

Team Leader: USA Boxing will not solicit applications for the Team Leader position. The Team Leader position will be filled by current USA Boxing employees and/or contractors.

Coach(es): USA Boxing will not solicit applications for the Coach position(s). Coach position(s) will be filled by current USA Boxing employees and/or contractors.

Video Tech: USA Boxing will not solicit applications for the Video Tech position. The Video Tech position will be filled by current USA Boxing employees and/or contractors.

Medical (Physician, ATC, Physio, Massage): USA Boxing will not solicit applications for Medical Staff. The Medical Staff position will be filled by a current USA Boxing employee and/or contractor. In the event that USA Boxing staff/contractors are not available, USA Boxing will identify a pool of candidates that meet applicable requirements in Section 2. USA Boxing's Pan American Games Selection Committee, comprised of the High Performance Director, National Team Head Coach, and an athlete representative, will make the final selection. Consideration will be given to qualified candidates with previous experience working with Pan American Games qualified athletes.

4. Describe the removal of Games Staff:

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

- 4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the USA Boxing's Executive Director.

- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USA Boxing. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USA Boxing, 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 USA Boxing's Code of Conduct (Attachment F).

Once the Games Staff nomination(s) is accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition to any applicable USA Boxing Code of Conduct, the USOC's Games Forms apply. The USOC'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 applicable criteria listed in #2 above.

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

The USA Boxing Executive Director will make the final approval for Team Leader, Video Tech, Coach, and Medical Staff (if Medical personnel are USA Boxing staff or contracted).

If USA Boxing's Medical Manager is unavailable, the Pan American Games Selection Committee will make the final approval for this position. The committee is comprised of:

Pan American Games Selection Committee
USA Boxing High Performance Director
USA Boxing National Team Head Coach
Athlete Representative

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, USA Boxing's Board or Ethics Committee, as appropriate, shall determine if a conflict exists.

8. Date of Nomination:

The Games Staff Nomination Form with the Staff nominee's name, including the name of a replacement (if applicable), will be submitted to the USOC on or before:

May 6, 2019


9. Publicity/Distribution of Procedures:

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

9.1. Web site: www.usaboxing.org

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

9.2. Other (if any):

Position	Print Name	Signature	Date
NGB/HPMO/PSO President or CEO/Executive Director	Mike McAfee		8/1/17
USOC Athletes' Advisory Council Representative*	Franchon Crews	Franchon Crews	7-29-17

* If the USOC 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/PSO, 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 USOC AAC Representative, the NGB/HPMO must designate an athlete from that sport to review and sign the Selection Procedures.

Attachment A

USOC Sports Medical Games Requirements

PURPOSE

The USOC has developed medical requirements to ensure the safety of athletes during Games (Olympic, Paralympic, Pan American and Para Pan American, etc.). This policy addresses equipment requests and minimum standards for all NGBs and medical providers attending games.

POLICY

1. Requests

NGBs must identify medical support requests to the USOC Sports Medicine department. These requests must specify any supplies, equipment, and other medical support provided at the Games. Anti-doping concerns or comments should also be identified. Collected information will be reviewed by the USOC Managing Director of Sports Medicine who will then identify and communicate the level of support to be provided by USOC Sports Medicine. Any changes to the requested sports medicine support should be immediately forwarded to USOC Sports Medicine. In cases where medical services or materials are not identified, the USOC cannot guarantee support for additional or late requests because of time, budget and other factors.

2. NGB Health Care Providers

NGBs must nominate and allocate Games credentials to NGB identified health care provider(s) to support the NGB sports medicine needs during the games. Any potential NGB medical provider who *could* be nominated to provide services must be identified by the NGB no later than the due date for the respective Games Long List. Additionally, all NGB medical providers must meet the criteria as identified in the NGB's approved Additional Officials Selection Procedures, along with the additional criteria outlined below.

The medical staffing list will include anyone who will potentially be credentialed by the NGB and/or use a day pass to provide services at an Olympic/Paralympic Village or a High Performance Training Center. Health care providers must meet minimum qualification standards which are identified below by their specialty without exception. NGBs must ensure their identified medical staff can meet these standards prior to advancing their nomination for a Games credential or day pass access. If the provider is not licensed in the United States, they may be ineligible to be credentialed. In order to meet expected standards of care and mitigate risk management issues, selected provider(s) must meet the below minimum qualifications in addition to the Selection Procedures criteria to provide medical services at games. These qualifications include:

- 1) Meet all criteria identified in the USOC Volunteer Program Application for specific specialty (Attachments located at www.teamusa.org/medicalvolunteer). On occasion, specific supporting documentation will be requested at the discretion of USOC Sports Medicine.
- 2) Successfully pass a medical credential review and criminal background check at or above USOC standards with the National Center for Safety Initiatives (NCSI)
- 3) Review of the venue emergency action plan with USOC Sports Medicine staff prior to the first scheduled practice or event.
- 4) Complete required Medical Team Education Modules addressing Anti-Doping, Safe Sport and/or other prerequisite training.

Appendix: Location of criteria:

- Athletic Trainer Qualification Criteria – located at www.teamusa.org/medicalvolunteer

- Physical Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Doctor of Chiropractic Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Physician Qualification Criteria - located at www.teamusa.org/medicalvolunteer
- Massage Therapist Qualification Criteria - located at www.teamusa.org/medicalvolunteer

Attachment B

USA Boxing Job Description

USA Boxing Medical Personnel

- Perform as a high performance medical team member and participate in the functions and activities essential to clinic operations. Refer to, and accept referrals from, medical team members including physicians, chiropractors, physical therapists, certified athletic trainers, USOC Sports Performance staff and others.
- Participate in the daily care of athletes, including performance enhancing, preventative, routine cares.
- Work cooperatively with the National Team Coach and USOC Sports Performance teams to implement the enhancement of athletic performance and the prevention of potential injuries through programming and other measures
- Attend all training sessions to monitor health and wellbeing of athletes.
- Accompany injured athletes to Sports Medicine Clinic.
- Communicate to high performance teams and USA Boxing Staff the status of injured athletes, while maintaining appropriate compliance with privacy laws.
- Collaborate with physicians in order to develop and implement comprehensive rehabilitation programs for injured athletes.
- Record and enter athlete medical data into electronic medical record system in a timely manner for maintenance of athlete medical records.
- Initiate insurance claims for athletes as needed
- Accompany all athletes selected for drug testing in accordance with USADA/WADA policy.
- Perform team-support duties such as maintaining equipment and stocking supplies.

Attachment C

USA Boxing Job Description

USA Boxing Coaches

- Execute and manage the directives of the USA Boxing High Performance Staff and/or Team Leader at events and programs.
- Develop individual periodization plans with the USA Boxing High Performance Department for all participating athletes.
- Communicate with athletes and their personal coaches outside of competition to ensure execution of individual periodization plans.
- Lead all training sessions as directed by the USA Boxing High Performance Department.
- Oversee the proper weight management of athletes at all Pan American Team Events & Programs.
- Develop a bout strategy for each athlete utilizing the provided scouting equipment and information.
- Manage the roles of the Assistant Coach(es) and establish/communicate expectations. (if applicable)
- At all Pan Am Team Events & Programs, meet daily with the Team Leader to debrief the day's events and establish a plan for the next day.
- Understand and enforce the United States Olympic Committee/USA Boxing Code of Conduct.
- Enforce all team policies in conjunction with the Team Leader and USA Boxing High Performance Team.
- Review team initiatives daily with all participants.
- Attend all weigh-ins at international events.
- Attend all technical meetings and draws at international events.
- Ensure that all team activities are attended by the team members.
- Must conduct evaluation on all participants in the After Action Report from the event or program.
- Other tasks as assigned

Attachment D

USA Boxing Video Tech Job Description

USA Boxing Video Tech

The following is required of the Video Tech before, during and/or after the Games:

- Execute and manage the directives of the USA Boxing High Performance Staff and/or Team Leader at events and programs.
- Attend all competition sessions to capture footage of all competition bouts during the Games.
- Develop and provide all competition footage to coaching staff to ensure proper scouting and game-planning is conducted in advance of Team USA's competition bouts.
- Assist Team Leader to ensure adherence to all rules regarding discipline at the Games.
- At all Pan Am Team Events & Programs, meet daily with the Team Leader to debrief the day's events and establish a plan for the next day.
- Other duties as assigned

Attachment E

USA Boxing Team Leader Job Description

USA Boxing Team Leader

The following are required of Team Leaders before, during and/or after the Games:

- Serve as the primary USA Boxing coordinator for the team's planning for participation and for coordination at the Games site with various USOC divisions.
- Attend all USOC administrative meetings before and during the Games.
- Be responsible for Team's adherence to all rules regarding discipline at the Games.
- Liaise with the Delegation/Village Director at the Games.
- Provide Daily Movements of team to designated USOC contact.
- Attend all technical meetings for his/her sport, as appropriate, at the Games.
- Manage accreditation of personnel.
- Must be available to the USOC, USA Boxing, athletes and coaches in the months leading up to and through the conclusion of the Games.
- Must arrive at Team Processing at least one day before the Team. Must also be available until the departure of the last athlete on his/her Team from the Games site, unless other arrangements are approved by the USOC in advance.
- Live in the Athlete Village or wherever the team resides.
- Once the Games have concluded, the Team Leader will be responsible for Games wrap-up (at the site) and for completing post-Games submission of reports and accounting information to the USOC.
- May be required to attend and help coordinate the Team's USOC/White House visit, which may follow the Pan American Games.

Attachment F

USA BOXING CODE OF CONDUCT FOR NON-ATHLETES

I pledge to uphold the spirit of the USA Boxing Code of Conduct for Non-Athletes (the "Code"), which offers a guide to my conduct as a member of USA Boxing. I acknowledge that I have a right to a hearing if my opportunity to participate is denied or if I am charged with a violation of this Code.

As a Non-Athlete Member of USA Boxing, I hereby promise and agree that:

1. I will learn and abide by the rules and policies of USA Boxing, including USA Boxing's Safe Sport Policy.
2. I will not engage, nor encourage any boxer to engage, in unsportsmanlike conduct, which includes the use of profanity.
3. I will not engage in any sexual abuse, emotional abuse, physical abuse, harassment, bullying, stalking, hazing or similar forms of misconduct towards anyone.
4. I will not engage, nor encourage any boxer to engage, in any behavior which would endanger the health, safety or well-being of any boxer, coach, official, volunteer, spectator or USA Boxing staff member.
5. I will put the safety of the boxers first when agreeing to or determining matches.
6. I will treat other coaches, officials, boxers, volunteers, spectators and USA Boxing staff members with respect regardless of race, creed, color, national origin, gender, gender identity or expression, sexual orientation or ability.
7. I will not engage, nor encourage anyone else to engage, in verbal or physical threats or abuse aimed at any coach, official, boxer, volunteer, spectator or USA Boxing staff member.
8. I will respect, and encourage others to respect, the officials and their authority during a bout. I understand and will abide by the processes set in place, in a respectful manner, when I do not agree with a decision made within the field of play.
9. I will not engage in any conduct that is criminal under any laws applicable to me, including, but not limited to, laws governing the possession and use of drugs and alcohol and providing of drugs to any person and of alcohol to minors.
10. I will not use alcohol, illegal drugs, or any substance which could impair or hamper my best judgement or abilities while serving in the capacity of a coach.
11. I will not participate or assist in any gambling or betting activities associated with any event related to my sport or my participation.
12. I will not knowingly misrepresent competitive achievements of my boxers, or my own professional qualifications and experience.
13. I will not engage, nor encourage others to engage, in the use of offensive or threatening language aimed at any coach, official, boxer, volunteer, spectator, or USA Boxing staff member on any social media sites. Furthermore, I will not knowingly state inaccurate or misleading information about USA Boxing on any social media sites.

14. I will respect the property of others whether personal or public, and will not willfully damage or take property that does not belong to me.

Disciplinary Actions

Below is a list of minimum disciplinary actions that may be taken. If the code violation is deemed severe, the disciplinary action will also be more severe. Code violations that are unlawful or violate our Safe Sport policy could result in a lifetime suspension.

1st Violation

Letter of reprimand

6-month probation

- If you have an additional code violation during your probation period, you will receive an automatic 30-day suspension from USA Boxing competition, and your 6-month probation period starts over.

2nd Violation

30-day to 60-day suspension from USA Boxing competition

1 year probation

- If you have an additional code violation during your probation period, you will receive an additional 60-day suspension from USA Boxing competition, and your 1-year probation period starts over.

3rd Violation

Individual may be suspended for life as a non-athlete member of USA Boxing.

I have read and understand the USA Boxing Code of Conduct for Coaches.

I agree and consent to abide by the USA Boxing Code of Conduct for Coaches.

I understand that if I violate the USAB Code of Conduct for Coaches, I may be subject to disciplinary action in accordance with USA Boxing's Disciplinary Policy.

Signature

Date

Print Name

