

United States Luge Association (USLA)
STAFF SELECTION PROCEDURES
2016 Lillehammer, Norway Youth Olympic Games
October 5, 2015

These procedures provide for selection of the United States Luge Association's Games Staff [Team Leader / Coach(es)] for the 2016 Youth Olympic Games. However, accreditation allocation is not guaranteed and the number of positions will be based on final USOC credential allocation and overall team size.

1. What are the NGB's criteria for the Team Leader/Coach or Team Leader and Coach position(s) (attach a job description, if any)?

Please see the job descriptions for the Junior National Team Coach ([Attachment 1](#)) and the Junior National Team Leader ([Attachment 2](#)) in the Attachment section at the end of this document.

Team Leader and Coach(es) must:

- 1.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.
 - 1.1.1. 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 the NGB/HPMO and/or USOC.
- 1.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 1.3. Have the ability to work effectively with the USOC.
- 1.4. Have strong administrative, communication and organizational capabilities / skills.
- 1.5. Be responsible for Team's adherence to all rules regarding discipline at the Games.
- 1.6. Be available for entire duration of the Games.
- 1.7. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 1.8. Be a USLA Staff member.
- 1.9. Perform other duties as determined by the NGB.

In addition to criteria 1.1. through 1.9. above, the Team Leader must:

- 1.10. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.

1.11. Have the NGB's approval to make financial decisions regarding the Team.

In addition to criteria 1.1. through 1.9. above, Coach(es) must:

1.12. Have proven ability coaching athletes who are YOG age-eligible at the international level.

1.13. Possess specific technical and tactical knowledge of the sport, including knowledge and understanding of the IF rules and regulations governing the sport.

2. Describe the process that candidates should follow to express interest in being considered for a Games Staff position:

The selection of this nominee will be a staff person as selected by USA Luge's Sports Program Director, Mark Grimmette, with approval from the CEO, Jim Leahy.

Since the two individuals planned to fill the two luge Youth Olympic Games staff positions are already on staff as the Junior National Team Head Coach/Team Leader and the Junior National Team Assistant Coach, the position / application process will not be made known publicly as the role is a continuation of their normal day-to-day duties with the team.

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

Not applicable - see section 2 above.

4. Describe the removal of a Games Staff:

An individual who is to be nominated as a Games Staff member by the NGB/HPMO may be removed as a nominee for any of the following reasons, as determined by the NGB/HPMO:

4.1. Voluntary withdrawal. Games Staff nominee must submit a written letter to the NGB/HPMO Executive Director/CEO/President.

4.2. Injury or illness as certified by a physician (or medical staff) approved by the NGB/HPMO. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by the NGB/HPMO, 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 either the NGB's/HPMO's:
 - 4.4.1. [Code of Conduct](#)
 - 4.4.2. Statement of Principles, Ethical Behavior and Conflict of Interest ([Attachment 3](#)).
- 4.5. If NGB/HPMO has other specific reasons, list those reasons here.

Once a Games Staff nomination is accepted by the USOC, the USOC has jurisdiction over the Games Staff, at which time, in addition to any applicable NGB Code of Conduct, the USOC's Code of Conduct and Grievance Procedures apply. The USOC's Code of Conduct and Grievance Procedures can be found at:

<http://www.teamusa.org/Athlete-Resources/Athlete-Ombudsman/Resources/Code-of-Conduct>

<http://www.teamusa.org/Footer/Legal/Governance-Documents>

5. Describe the replacement of a Games Staff:

In the event that a Nominated Games Staff member is unable to perform the duties of the position(s) due to 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 #1 above and, if applicable, come from the pool of candidates described in #3 above.

A replacement selection will be made by USA Luge's Sports Program Director, Mark Grimmette, with approval from the CEO, Jim Leahy, from amongst other members of the sports staff, based on who best meets the criteria.

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

Please see Section 2 above.

If the USLA were to nominate an individual who is not an employee/contractor, then the National Team Committee will be responsible for the recommendation/approval process of that individual.

The USLA National Team Committee is the body responsible for vetting and approving these 2016 Youth Olympic Games Staff Selection Procedures. The National Team Committee consists of the following positions:

Voting Members:
Chairman

Active Athlete Representative
Three Members

Non-voting Members:

Sports Program Director of the USLA (non-voting)

Executive Director/CEO of the USLA (non-voting)

7. Conflict of Interest:

Any individual who is being considered for a Games Staff 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 selection of the Games Staff position(s).

8. Date of Nomination:

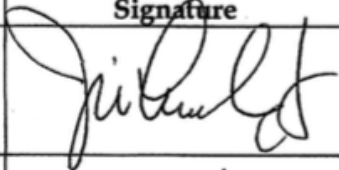

The Games Staff Nomination Form with the Staff nominee's name, including names of any replacements (if applicable), will be submitted to the USOC on or before:

November 10, 2015

9. Publicity/Distribution of Procedures:

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

- 9.1. Web site: <http://www.teamusa.org/usa-luge/rules-and-policies>
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): NA

Position	Print Name	Signature	Date
NGB/HPMO President or CEO/Executive Director	Jim Leahy		11-3-15
USOC Athletes' Advisory Council Representative*	Brian Martin		12/11/15

* 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, 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.

ATTACHMENTS

Attachment 1

RESPONSIBILITIES OF THE JUNIOR NATIONAL TEAM COACH OF THE UNITED STATES LUGE ASSOCIATION

- I. **JOB RESPONSIBILITY:** The Junior National Team Head Coach will work closely with, but have authority over, the Junior National Team Manager on all Junior National Team activities, under the general supervision of the Executive Director, and the specific direction of the Sports Program Director or his designate.
- II. **PRIMARY JOB FUNCTION:** The Junior National Team Head Coach will be responsible for establishing and administering the training programs and practice schedules for all Junior National Team athletes and those specific Junior National Team Candidate athletes selected to travel with the Junior National Team throughout the year. This will include, but not be limited to, advising and coaching the athletes in the techniques, tactics, and strategies of the sport of luge; assisting/being responsible for sled maintenance and construction; and assisting in the conditioning of the athletes. This individual must additionally recognize the responsibility for personal development needed in athletes and must strive to increase this development. This person shall have as his/her ultimate goal the attainment of medals on the international racing level on a regular basis.

All Team staff are expected to work in a mutually cooperative and respectful atmosphere at all times. In those instances where there may be a disagreement as to procedure, the Manager will be the ultimate authority in those areas normally associated with managerial duties; the Head Coach will be the ultimate authority in those areas normally associated with coaching duties; and the Medical Personnel will be the ultimate authority in those areas normally associated with medical duties.

III. **SPECIFIC JOB DUTIES:**

1. Maintain a high level of spirit, morale, and intra-team communications between all athletes and staff on a regular basis. Communication is meant to mean all aspects of athletic performance feedback, including positive and negative criticism, as well as explaining to athletes why they didn't make a particular team.
2. Assist athletes in setting and attaining long and short term personal and team performance goals.

3. Implement training functions for the group of athletes under your supervision in conjunction with the Junior National Team Manager.
4. Advise and assist athletes in proper maintenance and preparation of the luge sled and related equipment. Undertake a program whereby athletes are taught how to do their own routine maintenance (sanding, waxing, pasting, removing "nicks" in edges, repairing cracked fiberglass, et al.).
5. Advise and coach athletes in the proper technique, tactics, and strategy of luge racing.
6. Pursue all leads in an effort to find and secure the best training techniques available subject to budgetary limitations and the appropriate staff person's approval. All staff are expected to work in a coordinated environment fostering teamwork and harmony with one another.
7. Be fully conversant in the FIL rules, and be at least a Nationally Certified Official as soon as feasible, but preferably prior to any assignment as an official team coach. Recertification is necessary as soon as possible after any reevaluation of the rules by the FIL.
8. Be a certified coach of the USLA as soon as feasible but preferably prior to any assignment with the USLA.
9. Pursue whenever possible, subject to budgetary availability and approval, a conversational ability of German, especially in its relationship to luge terminology and knowledge.
10. Be responsible for implementing an in-season and out-of-season physical training program for the athletes, to be coordinated in conjunction with their existing training schedule, as established by the USLA. The USLA Strength and Conditioning Coach will administer this program.
11. Maintain complete communications with any appropriate staff personnel and fulfill other duties as may be assigned from time to time in line with the needs and purposes of the USLA. The Executive Director/CEO may assign the additional duties.

Attachment 2

**RESPONSIBILITIES OF THE
JUNIOR NATIONAL TEAM LEADER
OF THE UNITED STATES LUGE ASSOCIATION**

- I. **JOB RESPONSIBILITY:** This individual will report to the Executive Director and work closely with the Junior National Team Head Team Coach on all related team activity. This individual, in tandem with the Junior National Team Head Coach, will be responsible for implementing the National Team Committee's goals and guidelines with respect to the athletes assigned to him/her.
- II. **PRIMARY JOB FUNCTION:** This person shall represent the Junior National Team and its members in all functions and competitions, and shall be responsible for the interests and general welfare of the members of the team including, but not limited to; housing, food, transportation, training, racing, equipment and recreation. He/She shall also enforce and abide by the rules of the United States Olympic Committee and the National Team Committee of the USLA. This person shall only represent the Junior National Team in its business between the individual team members and the United States Olympic Committee, the FIL, the USLA, and/or any outside entity. The Manager of International Programs and the Senior National Team Head Coach have authority over any other team in those instances where the training or racing of one team will be affected by the plans of another team. This individual must additionally recognize the responsibility for personal development needed in athletes and must strive to increase this development either on his/her own or through the coaching staff. For a racing team, this person shall have as his/her ultimate goal, the attainment of medals on the international racing level on a regular basis. Additionally, for all teams except the Olympic Team, an added goal will be the preparation of athletes to move up to the next highest team or level of competition.

All team staff are expected to work in a mutually cooperative and respectful atmosphere at all times. In those instances where there may be a disagreement as to procedure, the Manager will be the ultimate authority in those areas normally associated with managerial duties; the Head Coach will be the ultimate authority in those areas normally associated with coaching duties; and the Medical Personnel will be the ultimate authority in those areas normally associated with medical duties.

- III. **SECONDARY JOB FUNCTION:** Assist the Manager of Recruitment and Sport Development with his/her duties as requested and approved by the Executive Director.
- IV. **SPECIFIC JOB DUTIES:**

1. Adhere to the responsibilities stated in the National Team Operations manual.

2. Maintain a high level of spirit, morale, and intra-team communications between all athletes and staff on a year round basis. Communication is meant to mean all aspects of athletic performance feedback including both positive and negative criticism, as well as explaining to athletes why they may not have made a particular team. Provide an off-season newsletter to the athletes on the team under your supervision.
3. Assist athletes in setting and attaining long and short term personal and team performance goals.
4. Under the guidance of the Executive Director, be accountable for all aspects of team finances. Maintain organized and clear records at all times on a daily basis. A financial accounting is expected to be filed promptly (within one week) at the completion of each trip.
5. Under the direction of the Manager of International Programs, be responsible for all travel arrangements of the team.
6. Organize and implement all team functions with the assistance of the Junior National Team Head Coach. Pursue all leads in an effort to find and secure the best training techniques available subject to budgetary limitations and the appropriate staff persons approval. All staff are expected to work in a coordinated environment fostering team work and harmony with one another.
7. Specifically, supply the Head Coach with the means of implementing out-of-season and in-season training programs. This includes, but is not limited to, clinics, ice starts, physical evaluations, wheel training, and educational seminars. Programs have already been designed and established with continuity between teams in mind and they should be used unless unusual circumstances warrant a different course of action.

Where and when affordable, enlist the aid of experts in various but specific sports related fields to improve the levels of expertise of our athletes (i.e. sports psychology, physiology, nutrition, biomechanics, etc.). This effort must be coordinated with all teams.

8. Be fully conversant in the FIL rules, and be at least a Nationally Certified Official by the completion of the first year on the job, but preferably prior to any assignment with the team. Recertification is necessary as soon as possible after any reevaluation of the rules by the FIL.
9. Be a certified coach of the USLA as soon as feasible but preferably prior to any assignment with the USLA.
10. Pursue whenever possible, subject to budgetary availability and approval, a conversational ability of German, especially in its relationship to luge terminology and knowledge.

11. Serve as a staff liaison on all committees assigned by the Executive Board or Executive Director. Maintain complete communications with any appropriate personnel at all times and fulfill other duties as may be assigned from time to time in line with the needs and purposes of the USLA. These additional duties may be assigned by the Executive Director

STATEMENT OF PRINCIPLES

ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

Those who choose to serve the United States Luge Association (USLA), whether as volunteers or paid professionals, are held to a high standard of conduct. As guardians of Olympic ideals, each individual assumes an obligation to subordinate individual interests to the interests of the USLA and the Olympic Movement. What may be considered acceptable conduct in some businesses may be inappropriate in Olympic service.

Those who serve the USLA must do so without personal gain, to avoid any institutional loss or embarrassment, and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest as well as to avoid even the appearance of a conflict of interest.

While no set of guidelines can guarantee acceptable behavior, the principles which guide behavior in this area are disclosure to the Executive Board or Chief Executive Officer, and physical absence and nonparticipation in the decision making process where personal or family gain is a possibility, as well as a commitment to honor the confidentiality of organizational information. All conduct is founded on the ones own sense of integrity. Any individual accepting the honor of serving the United States Luge Association must also accept the burdens of public disclosure and public scrutiny.

In our complex society, an intermix of volunteer work, business interest, governmental activity, and family relationships often create potentially conflicting interests. What is required is disclosure of conflicting interests when they arise, as well as physical absence from, and strict non participation in any evaluation process relating to the matter in question.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of the United States Luge Association is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. The USLA assets, properties, services, opportunities, authority, and influence are not to be used for private benefit or to derive personal benefit.
3. **All individuals who participate with the USLA shall endeavor to remain free from obligations to, or relationships with, any person or concern with which the USLA has a business or other fiduciary relationship. Where a USLA volunteer or employee (or their family member, relative, or close friend) has such an obligation or relationship, he or she will disclose the nature and extent of an actual or potential conflict of interest when it occurs, or becomes known, to the Executive**

Board or Chief Executive Officer, and in the course of discussing such an issue, will be physically absent during any evaluating or voting on the matter involved. This includes, but is not limited to, the awarding of contracts, the purchase of goods and services, and the allocation of USLA resources for personal use.

4. Gifts, cash, remuneration not approved, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. The trading of pins and other mementos is acceptable conduct. Gifts and favor of more than twenty-five dollars in value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift or favor, the donor should be thanked and told that the gift or favor is being accepted on behalf of, and will be delivered to, the USLA.
5. Expenses incurred in the furtherance of USLA business are to be reasonable, necessary and substantiated.
6. All individuals are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with the USLA and with each other. In the event the volunteer or employee serves another organization with ideals that conflict with the USLA's ideals or mission, or serves in a role that decides whether or how another organization does business with the USLA, then he or she must disclose this relationship to the Executive Board or Chief Executive Officer. In addition, volunteers or employees who serve as members of the IOC, USOC or FIL must abstain/excuse themselves when issues related to the USLA's business relationship with these organizations are discussed or voted upon.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

Enforcement

Any person who violates, or condones the violation of, the Code of Ethics is subject to disciplinary measures, which may include termination of employment, membership, or expulsion from the board, working group, committee, or task force. The Chief Executive Officer, in consultation with the Executive Board, shall review all violations of the Code of Ethics for determination of what, if any, disciplinary action should be taken.

This code serves as a framework for ethical conduct but does not cover every situation. If you are unclear about the requirements of this code, please contact the USLA Chief Executive Officer at the following address:

United States Luge Association, Inc.
57 Church Street
Lake Placid, NY 12946
Telephone: (518) 523-2071
Fax: (518) 523-4106

EXHIBIT A

UNITED STATES LUGE ASSOCIATION, INC.

DISCLOSURE AND AFFIRMATION STATEMENT

PLEASE RETURN THIS DISCLOSURE AND AFFIRMATION STATEMENT TO THE UNITED STATES LUGE ASSOCIATION, INC., ATTENTION CHIEF EXECUTIVE OFFICER, AT YOUR EARLIEST CONVENIENCE.

Disclosure

I have read carefully and fully understand the attached Conflict of Interest Policy of the United States Luge Association, Inc. (USLA).

I am aware that if, because of any relationships, positions, or circumstances, concerning me within the last twelve (12) months, or anticipated over the next twelve (12) months, I may have, or appear to have, a potential conflict of interest, I am required to list such relationships, positions, or circumstances on the annexed Exhibit B and, if applicable, Exhibit C as the case may be, and to return the appropriate completed Exhibit(s) with this Disclosure and Affirmation Statement.

I understand that, if I have any question in my mind whether I may have a potential conflict of interest, I should disclose that interest to USLA on the annexed Exhibit B and, if applicable, Exhibit C. Any questions concerning USLA's Conflict of Interest Policy shall be referred to the Chief Executive Officer of USLA for referral to the Executive Board.

Affirmation

I hereby affirm that I have received a copy of the Code of Ethics and Conflict of Interest Policy of the United States Luge Association, Inc. that is in effect as of the date hereof (the "Policy"), that I have read and understand the Policy, and that I agree to comply with the Policy and accept the honor of serving the USLA in the position I've been selected to and agree to be bound by the honor and principles outlined in this document. I further understand the duty to list all individuals, businesses and/or other entities that create or represent a potential conflict of interest on Exhibit B and, if applicable, Exhibit C, and to promptly update and amend Exhibit B and, if applicable, Exhibit C should any amendment be necessary.

Signature

Print Name

Date

EXHIBIT B

UNITED STATES LUGE ASSOCIATION, INC.
CONFLICT OF INTEREST DISCLOSURE STATEMENT
For all but Team Selection Matters

This statement must be completed by every USLA Executive Board Member, Staff Member and Committee Member. This Disclosure Statement shall be submitted annually and updated as often as necessary to USLA. Providing the information requested herein is a prerequisite to participation. Refusal to provide the requested information or providing incomplete or inaccurate information may result in removal from employment, office or Board membership or committee membership.

1. If you or any member of your immediate family is an officer, partner, director, trustee, owner or employee of any person or any entity which does business with USLA, please list the name and address of the entity(ies) and the nature of your relationship with said person or entity(ies), and describe the dealings. If none, please state "none."

2. If you or any member of your immediate family holds an ownership interest in a closely-held company or other business entity, or at least a five (5%) percent ownership interest in any public company which does business with USLA, please list the name and address of the entity(ies), the nature of your relationship with said person or entity(ies) and describe the dealings. If none, please state "none."

3. If you have any reason to believe that any of the persons or entities with which you or immediate members of your family are affiliated may have business dealings with USLA in the future, please list those entities and the nature of such dealings. If none, please state "none."

4. Are you an employee or employer of another USLA staff member, board member or committee member or do you have any other business dealings or financial dealings with another USLA staff member, board member or committee member or any company or concern with which that staff member, board member or committee member is involved?

_____ Yes _____ No

If you have answered yes to the above, please provide the details as follows.

If you or any member of your immediate family is an officer, partner, trustee, owner or part- or full-time employee (contractual or otherwise) of a staff member, board member, committee member, or the entity owned, or in which said staff member, board member or committee member has at least a five (5%) percent ownership interest, please list the name and address of the staff member, board member or committee member, the nature of your relationship with said staff member, board member or committee member and describe the dealings. If none, please state "none."

5. If there is any relationship or matter not disclosed above which might be perceived to compromise your obligations to USLA under its Conflict of Interest Policy or which may raise questions of a conflict between your duty and loyalty to USLA, your loyalty to any other entity and/or your economic self-interest, please indicate here what that relationship or matter is. If none, please state "none."

6. Are you an officer, director or employee of any other amateur sports organization that is recognized as a national governing body by the United States Olympic Committee? If not, please state "no."

Signature

Print Name

Date

EXHIBIT C

UNITED STATES LUGE ASSOCIATION, INC.

CONFLICT OF INTEREST DISCLOSURE STATEMENT FOR TEAM SELECTIONS

This form is to be completed by all members of the National Team Selection Committee and all members of any other Committees involved in selection matters.

Please list all relationships within the selection period with individuals, businesses and/or other entities that may create a conflict of interest, or which you believe might create the appearance of a conflict of interest, with any athlete or members of their families (attach additional sheets as necessary to make the disclosure complete). Please review the Conflict of Interest Statement attached to the Selection Criteria for additional information.

If you have no such relationships, please indicate “none.”

	Individual/Entity with whom a conflict exists or may exist. EXAMPLE: Jane Rider, applicant	Relationship to the conflicting Individual/Entity and Nature of conflict. EXAMPLE: My wife is her trainer.
1.		
2.		
3.		
4.		
5.		
6.		
7.		

I certify that I have disclosed on this list and any attachments hereto any and all situations that may constitute conflicts of interest, or give the appearance of a potential conflict of interest, in connection with the selection criteria for the team selections made for the 2015-2016 season, and agree to disclose and all future situations that may arise.

Signature

Print Name

Date