

**U.S. Paralympics Cycling  
 ADDITIONAL OFFICIALS SELECTION PROCEDURES  
 2015 Parapan American Games  
 (Road and Track Cycling)  
 January 8, 2015**

These procedures provide for selection of U.S. Paralympics Cycling Additional Official position(s) for the 2015 Parapan American Games. However, accreditation allocation is not guaranteed and the number of Additional Officials will be based on final USOC credential allocation and overall team size.

1. Describe the specific Additional Official position(s) that U.S. Paralympics Cycling is requesting.

<b>Title</b>	<b>Responsibility</b>
Mechanic (2)	Responsibility: Team equipment management and maintenance.
Soigneur (2)	Responsibility: Assist with feeding, clothing, massaging, and escorting riders.
DC/PT (1)	Responsibility: Provide sport specific medical care to the athletes.

2. Describe the U.S. Paralympics Cycling criteria for the above-mentioned Additional Official position(s).

2.1. Additional Official(s) must:

- 2.1.1. Successfully pass the National Center for Safety Initiatives' (NCSI) background screen in accordance with the current USOC Games Background Check Policy prior to nomination.
  - 2.1.1.1. 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 U.S. Paralympics Cycling and/or USOC.
- 2.1.2. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
- 2.1.3. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
- 2.1.4. Experience and proven ability working with teams at the national and international levels.
- 2.1.5. Proven ability to establish harmonious relationships with athletes and other team personnel.

- 2.2. In addition, Mechanic must:
  - 2.2.1. Have specific expertise working with handcycles, trikes, and bicycles.
- 2.3. In addition, Soigneur must:
  - 2.3.1. Have specific expertise working with persons with disabilities.
- 2.4. In addition, medical personnel must:
  - 2.4.1. Possess the appropriate certifications.
  - 2.4.2. Pass a medical credential review in addition to the approved USOC Games Background Check.
  - 2.4.3. Be approved for nomination through USOC's Sports Medicine Division.
  - 2.4.4. Have experience working with the U.S. Paralympics Cycling program.

- 3. Describe the process that candidates should follow to express interest in being considered for Additional Official position(s):

U.S. Paralympics Cycling will contact individuals with an extensive background and history in working with the U.S. Paralympics Cycling Program and who meet the criteria stated above to gauge their interest for being considered for an additional officials position.

- 4. Describe the intended method of identifying the pool and selecting the candidates to be considered for Additional Official position(s):

The Director, High Performance, Paralympic Cycling will select the Additional Officials from a pool of individuals currently involved with the U.S. Paralympics Cycling Program with input from the National Team Manager and an athlete representative.

- 5. Describe the removal of an Additional Official:

An individual who is to be nominated as an Additional Official by U.S. Paralympics Cycling may be removed as a nominee for any of the following reasons, as determined by U.S. Paralympics Cycling:

- 5.1. Voluntary withdrawal. Nominee must submit a written letter to the Team Leader, Paralympic Sport Performance.
- 5.2. Injury or illness as certified by a physician (or medical staff) approved by U.S. Paralympics Cycling. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by U.S. Paralympics

Cycling, his/her injury will be assumed to be disabling and he/she may be removed.

5.3. Inability to perform the duties required.

5.4. Violation of the U.S. Paralympics Code of Conduct (Attachment A).

Once an Additional Official nomination is accepted by the USOC, the USOC has jurisdiction over the Additional Official, at which time, in addition to any applicable U.S. Paralympics 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/For-Athletes/Athlete-Ombudsman/Games-Info>

6. Describe the replacement of an Additional Official:

In the event that the Nominated Additional Official is unable to perform his/her duties 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 #2 above and, if applicable, come from the pool of candidates described in #4 above.

7. Which group/committee will make the final approval of the Additional Official(s)?

Director, High Performance, Paralympic Cycling  
Manager, National Teams  
Team Leader, Paralympic Sport Performance  
Athlete Representative

8. Conflict of Interest:

Any individual who is being considered for an Additional Official 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 that Additional Official position.

9. Date of Nomination:

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

March 1, 2015

10. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by U.S. Paralympics Cycling in the following locations:

10.1. Web site: [www.usparalympics.org](http://www.usparalympics.org)

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

10.2. Other (if any): N/A

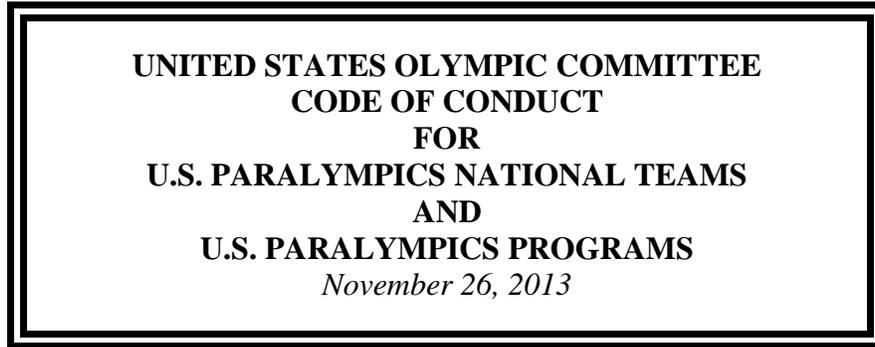
<b>Position</b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
NGB/HPMO President or CEO/Executive Director	Julie O'Neill		
USOC Athletes' Advisory Council Representative*	Sam Kavanagh		

\* 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.

## ATTACHMENT A



### ATHLETE PLEDGE AND AGREEMENT

I pledge to uphold the spirit of this Code of Conduct (the “Code”), which offers a guide to my conduct as a member of a U.S. Paralympics National Team or a U.S. Paralympics Team to international competition (the “Team”). This Code applies to those Paralympic sports in which the United States Olympic Committee (USOC) has not recognized a National Governing Body or a Paralympic Sport Organization to govern the sport. I acknowledge that I have a right to a hearing if my opportunity to compete is denied or if I am charged with a violation of this Code.

I have familiarized myself with the Code and understand that acceptance of its provisions is a condition of my membership on the Team.

#### **As a Member of the Team, I hereby promise and agree that I:**

- will abide by all published rules related to the Team selection procedures as approved by U.S. Paralympics or the USOC;
- have acted and will act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct;
- will maintain a level of fitness and competitive readiness that will permit my performance to be at the maximum of my abilities;
- will submit to a physical examination by USOC medical personnel if my ability to compete is compromised due to physical injury, illness or incapacity and I understand that such physical injury, illness or incapacity may be cause for my not being selected to the Team, being removed from the Team, or not being allowed to participate if I remain on the Team.
- will not commit a doping violation as defined by the World Anti-Doping Agency (WADA), the United States Anti-Doping Agency (USADA), the International Paralympic Committee (IPC) or USOC rules;

- am not currently serving a doping violation and/or do not have a pending or unresolved doping charge;
- 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;
- will not participate or assist in any gambling or betting activities associated with any event related to my sport or my participation;
- am eligible to compete under the rules of the IPC and its pertinent committees, and its pertinent member organizations and under the rules of the USOC;
- am in possession of a valid USA passport, that will not expire prior to six months following the conclusion of any international competition, should I be chosen for an international team that requires a passport;
- will refrain from conduct detracting from my ability or that of my teammates to attain peak performance;
- will respect the property of others whether personal or public;
- will maintain a level of personal hygiene and cleanliness appropriate to respect my teammates;
- will respect members of my Team, other teams, spectators and officials, and engage in no form of discriminatory behavior nor in any form of verbal, physical or sexual harassment or abuse;
- will follow the Team rules, whether set by Team leadership or adopted by consensus, including by way of example, rules regarding curfew and required attendance at Team meetings;
- agree to wear the uniforms approved by U.S. Paralympics at official activities sponsored by the USOC or U.S. Paralympics as directed by U.S. Paralympics staff, and I agree to compete in the U.S. Paralympics-approved Team uniform, where such a uniform is provided, in competitions at which I am supported by U.S. Paralympics . I agree to wear the names and logos of U.S. Paralympics sponsors, suppliers and licensees on Team competition wear, other uniforms and casual wear as provided by U.S. Paralympics. I agree to not alter any Team uniform, either by removing or obstructing the names or logos of U.S. Paralympics sponsors, suppliers and licensees or by adding patches, stickers, or other means of displaying unauthorized names, logos or messages;
- agree to not demean or defame the USOC, U.S. Paralympics or its sponsors, their names, logos, marks, products or services. I acknowledge that endorsing and supporting U.S.

Paralympics sponsors through my actions and words reflects well on the team and on those supporting the team.

- agree to be filmed, videotaped and photographed, and to have my image and voice otherwise recorded, in any media, during any event I am attending under the auspices of the USOC or U.S. Paralympics, by U.S. Paralympics official photographer(s), film crew(s) and video crew(s), and by any other entity authorized by U.S. Paralympics, under the conditions specified by U.S. Paralympics. I hereby grant U.S. Paralympics the irrevocable, perpetual, fully paid-up, worldwide right and license to use, and to authorize third parties to use, in all media, my name, picture, likeness, voice and biographical information for: (1) news and information purposes, (2) promotion of the Paralympic movement and the specific competition(s) in which I compete, (3) promotion of the Team, and (4) promotion of U.S. Paralympics and the USOC ; in no event may U.S. Paralympics or the USOC use or authorize the use of my name, picture, likeness, voice and biographical information for the purpose of trade, including any use in a manner that would imply an endorsement of any company, product, or service, without my written permission;
- will not use or authorize the use of photographs, films or videos of myself in my USOC or Paralympic Team apparel or equipment or the use of any USOC or U.S. Paralympics logo for the purpose of trade, promotion, fund raising or on merchandise, without the prior written consent of U.S. Paralympics;
- will abide by the rules of the IPC or other Paralympic international federations concerning allowable trademark identification on clothing and equipment worn or used in competition or on visible body tattoos.
- understand that if I require legal representation because I am accused of criminal misconduct or an anti-doping violation, or if for any other reasons I require the services of an attorney, I will be personally responsible for payment of such legal fees and expenses;
- will act in a way that will bring respect and honor to myself, my teammates, the Team, U.S. Paralympics, the USOC, and the United States; and
- will remember that at all times I am an ambassador for my sport, my country and the Paralympic Movement.

#### **ATHLETE OMBUDSMAN**

I may contact the USOC Athlete Ombudsman, at 719.866.5000, [Kacie.Wallace@usoc.org](mailto:Kacie.Wallace@usoc.org), [Sara.Clark@usoc.org](mailto:Sara.Clark@usoc.org) or [www.athleteombudsman.org](http://www.athleteombudsman.org) for further information regarding my rights under this Code that are not answered by U.S. Paralympics.

**PARTICIPANTS' AFFIRMATION**

I have read and accept this Code of Conduct. I agree to the rules, guidelines, jurisdiction and procedures stated in these documents as a condition of being a member of the Team.

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Signature

Date

<p><b>PARENT/GUARDIAN CERTIFICATION</b> <b>(For Participants Under the Age of 18 as of Date of Signature)</b></p>
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Signature

Date

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Relationship (Parent or Guardian)